

South Carolina Job Connection Services

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Executive Summary



Executive Summary

1. Create a team of non-paid staffers who are passionate about helping others find employment.
2. Contact your Workforce Investment Board Administrator for your county.
(Please see attached listing in Section 7)
3. Contact your area Community/Technical School President. (Please see attached listing in Section 7)
4. Create a point of contact table in a highly visible location.
 - a. To post available jobs and other
 - b. Pertinent job/educational/training information.
 - c. SC jobs database
 - d. Leads from other congregational members
 - e. Educational opportunities available in the community
5. Create SCJCS office that is open on a regular basis.
 - a. Fill out local a SCJCS information sheet (Please see attached form in Section 11)
 - b. Create email address for client (Please see attached directions in Section 8)
 - c. Register client with local OneStop (Please see attached directions in Section 8).
 - d. Teach the client the procedures for searching the database and applying for positions.
 - e. Determine training/educational needs of client. Refer them to contacts at local Community/Technical College. (Please see attached listing in Section 7)
 - f. Conduct regular on going training sessions to address specific areas of needs:
 - a. Resume Writing
 - b. Interviewing Skills
 - c. Dressing for Success
 - d. Educational/Training Opportunities
 - e. Financial Aid
 - g. Host mini job fairs
 - a. Local employers
 - b. Tech School representatives
 - c. WIB representatives
6. Remember: Before our people can succeed...they must think they can!

Phil. 4:13



South Carolina Job Connections Service Manual

South Carolina Job Connection Services

**SOUTH CAROLINA
JOB CONNECTION
SERVICES**

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SCJCS Mission Statement

Vision:

South Carolina Job Connection Services (SCJCS) is coordinated to assist the people of the community improve their quality of life through employment, education, and training.

Purpose:

South Carolina Job Connection Services is a ministry that seeks to:

- Empower people to break the cycle of poverty in their lives
- Assist with job searches
- Provide the necessary tools to obtain job training and higher education

Goals:

South Carolina Job Connection Services is to serve as a facilitating ministry:

- Linking prospective employees with employers
 - Encouraging job seekers to utilize the resources of SCJCS and to take advantage of education and training available in the area
-

Procedures

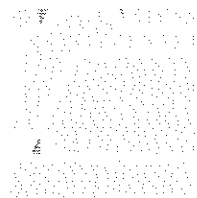
The SCJCS Team requires vision, innovation, and implementation

The primary goal of a South Carolina Job Connection Services ministry is to assist the people of the church and those outside the church walls with their employment and education issues. In serving the people a SCJCS outreach will, in turn, create a more viable community for all.

Increasing the visibility of the SCJCS team is vital for the growth and expansion of the ministry. Innovative ideas will fuel this ministry to its fullest potential.

How to Customize Visibility

There are no limits to the possibilities of showcasing what a SCJCS Team has to offer, but listed below are several “starting points” that may offer opportunities for this ministry.



Showcasing SCJCS:

- Begin by assisting **one person** with their employment needs
- Distribute literature to church members outlining the services offered
- Create an Information Table/ Booth in a highly visible location of the church sanctuary to draw interest from members
- Expand literature and/or personal contact to area businesses and institutions
- Offer services to those not affiliated with the church

Again, the possibilities are endless and individual creativity will enhance the way in which the church and community receive the ministry.

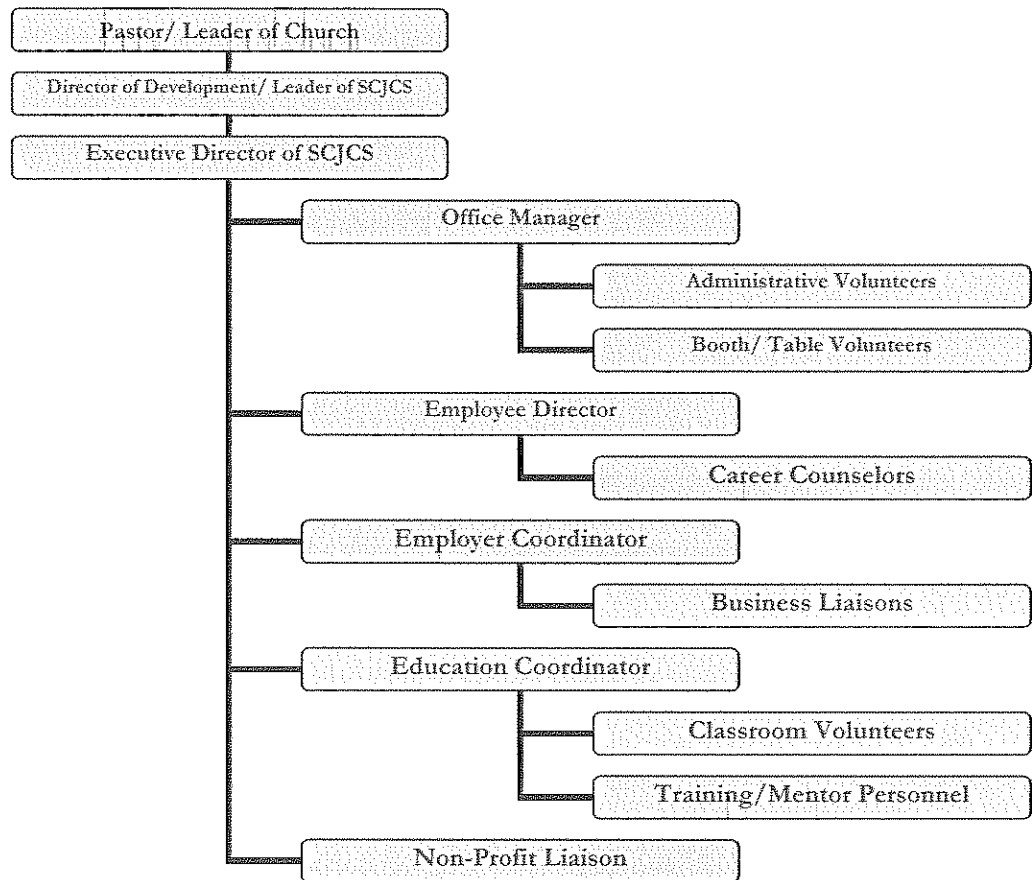
Staffing a SCJCS Team

It is pivotal to identify people within the church that have a passion to empower people to break the cycles that have restrained them from reaching their God-given potential in the workforce. People who are willing to both teach and learn will be a great asset to the SCJCS Team. Communicating the vision, heart, and need for the ministry will prompt those with the passion for employment and education to join in the efforts of the ministry.

The SCJCS Team is comprised of both volunteers and paid employees.

Lines of Authority

Maintaining proper lines of authority will assist the SCJCS Team in many ways. Refer to the chart below as one example.



The Executive Director of SCJCS will serve as the overseer of the ministry.

Appointing the Executive Director of the SCJCS Team will form the foundation of future endeavors. It is essential that this person be able to work well with people, have a fine attention to detail, is able to multi-task and “think outside of the box”. This person will assist the Director of Development or Leader to ensure that the SCJCS ministry is functioning to its full capacity. The job description for the Executive Director may include the following:

- Responsible for staffing, training, supervising, and coordinating volunteers
- Receive and review job applications and assign to Career Counselors or Training/Education Coordinator
- Organize community awareness events such as Job Fairs, Technical School Awareness Days, etc.
- Oversee satellite OneStop (SC Workforce Development) Center

The Training/ Education Coordinator is the person that will be responsible for working with area businesses and higher learning institutions in order to bring education and training opportunities to job applicants of SCJCS. This person also must be able to work well with people, have a working knowledge of the goals of SCJCS, and bring leadership skills into training offered through the ministry. The job description of the Training/ Education Coordinator may include the following:

- Maintain a working relationship with higher education institutions and area organizations
- Assist job seekers with work related training and/or education needs
- Conduct employment classes such as resume writing, interviewing techniques, and how to dress for success
- Work closely with Executive Director in providing obtainable goals for job seekers

SCJCS Volunteers will create the framework for the ministry. Identify and recruit members of the church to invest their time and talents to form a thriving SCJCS ministry. The following Volunteer opportunities should be available:

- **Booth/ Table Volunteers:** Take basic information from job seekers, conduct basic job interviews, assist with resumes, assist in locating appropriate jobs
- **Career Counselor:** Must understand what it takes to be a professional, must be adept at evaluating job readiness and qualifications, must be passionate about the value of education.
- **Administrative Volunteers:** Case management data entry, assist with signing in applicants, various computer duties as needed

Forming Community Links

Higher education institutions are strategic connections for a SCJCS ministry.

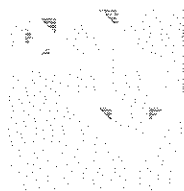
The implementation of a SCJCS ministry will create a demand for a variety of resources to be available to those seeking employment and/or education needs. To provide for that demand it is imperative that the connection be made with area organizations such as technical colleges, non-profits, and job training centers.

The Element of Technical Colleges

Technical colleges offer an abundance of information and resources that will benefit those that the SCJCS ministry assists. In many cases opportunities will arise that require more knowledge of specific job skills for the job seeker. Most technical schools already have training and classes available to assist with the need for job readiness or preparedness. By joining with the efforts of higher learning organizations SCJCS will present a vast array of tools to provide to the people of the community. Research recognizes that education increases workers' average earnings and productivity, as well as reduces social problems such as crime and drug abuse. Technical colleges help prepare job seekers for the workforce through lifelong learning courses, certificates in job training, degrees, and individualized job assessments and preparation.

Note

Most Technical Colleges offer: a wide range of programs and vocational classes, financial aide advisors, close proximity to area businesses, certifications that take only weeks to obtain, and flexible schedules. Many are also exploring expansion for economic growth.



Connecting with OneStop

The need to identify OneStop locations, which are Federal Workforce Development agencies, is a key component for the SCJCS ministry. Forming key relationships within this organization will bring experience, training resources, and ample occasion for

growth to the SCJCS Team.

Non-Profits and Area Agencies

Non-profit organizations are invaluable resources for SCJCS.

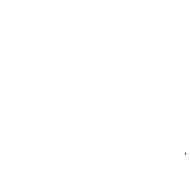
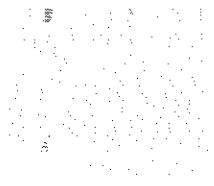
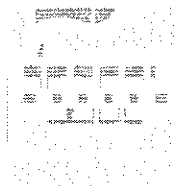
Non-profit organizations, such as Goodwill, will also prove to be invaluable partnerships for SCJCS. Many non-profit groups offer on the site job training and transitional employment. Other churches may also seek to join in the endeavors to connect job seekers with area employers. These groups will help broaden your outreach capabilities and help to offer a vast array of resources and opportunities for the community.

Area Business Links: for-profit organizations

Assisting job seekers creates a need for ongoing relationships with reputable area businesses. This will form strengthened community bonds between SCJCS and the area commerce. Appointing an Employee Liaison will prove beneficial for the ministry as well as the economic development of the community. An Employee Liaison should possess the following qualities:

1. A professional demeanor, as well as knowledge of the professional work force,
2. The ability to form strong working relationships with other business leaders,
3. The passion for assisting others in the pursuit of jobs with greater access for growth.

Key alliances with business leaders will cultivate community interest and involvement for the ministry. Small, enterprising businesses or larger, more established companies will all benefit from SCJCS.



The Education/ Employment Factor

Employers are seeking qualified candidates to fill job availability and help increase the output of the company. Many of the business are unable to place employees in higher paying, more productive positions because of lack of education and/or training. The link between education and employment cannot be over emphasized. Employees must be willing to evaluate and enhance their current qualifications in order to match the demand of the work force. Offering any of the following will help further qualify the job seeker:

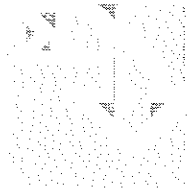
**Life long learning
is pivotal to the
employee and
employer.**

- 1.** GED Readiness Classes
- 2.** Computer Course
- 3.** Technical School Information (assistance in acquiring financial aide, enrollment, etc.)
- 4.** Specific Job Training (usually offered through Tech schools)

The ability to obtain training and/or education is necessary for optimal growth in today's economy. The SCJCS ministry should be a cultivator of dreams, and assist each person in their pursuit of fulfilling those dreams.

Executive Summary

To Create a South Carolina Job Connection Services Ministry there are several steps that can be implemented. The following is intended as a guide for this process:



- Begin with the heart to assist job seekers and/or those seeking to gain higher learning
- Appoint a leader to serve as the Executive Director of SCJCS
- Recruit volunteers to serve within the ministry
- Connect with area businesses and higher learning institutions to form strategic partnerships
- Set up a visible location in the church to showcase SCJCS
- Facilitate training opportunities for job seekers (i.e., computer literacy classes, job readiness training, GED classes)
- Bridge the education opportunities for job seekers by coordinating with Technical schools in the area
- Maintain relations with area businesses and help direct qualified employees to open positions within companies
- Utilize case management for potential employees through follow-up procedures such as maintaining personal contact

Use the above to “quick start” a SCJCS ministry within the church. Combine vision and innovation to serve the people of the community with the tools necessary for the work force.

Point of Contact

Lt. Governor Andre Bauer



Lt. Governor R. Andre Bauer:



To Write to Lieutenant Governor R. André Bauer:

State House, 1st Floor
P.O. Box 142
Columbia, South Carolina 29202



To Email the Lieutenant Governor:

ltgov@scsenate.org

PLEASE INCLUDE YOUR MAILING ADDRESS.

Responses may be sent via the U.S. Mail.

For aging issues, e-mail the Office on Aging at askus@aging.sc.gov



Phone (803) 734-2080

For aging issues, call the Office on Aging at (800) 868-9095



Fax (803) 734-2082

For Information on Legislation:

Please access the South Carolina Legislative Session Information page at

<http://www.scstatehouse.net>

Lieutenant Governor's Program Assistance Line (PAL) (866) 756-2855

Point of Contact

Workforce Investment Board
Directors

LWIA DIRECTORY

Effective: 12/1/08

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Workforce Development Administrator
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jhoyle@worklinkweb.com

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* If mailing large items, use the street address (P.O. Box cannot hold large items)

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rangeq@greenvillecounty.org

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www.toscc.org

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scampbell@lowcountrycog.org

Point of Contact

Area OneStops



Use this link to print a
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Search Criteria: State - South Carolina

For areas impacted by natural disasters please call before visiting the office.

Click on one of the One-Stop Career Centers in the list below to view detailed information or get a map with driving directions. -

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Name	Location	Service Type	
Aiken One Stop Workforce Center Last Updated: 7/6/2009	1571 Richland Avenue East Aiken, SC 29802-2418 phn: 803-641-7640	Comprehensive One-Stop Career Centers	Map Directions
Anderson OneStop Workforce Center Last Updated: 10/28/2008	309 West Whitner Street Anderson, SC 29622 phn: 864-226-6273	Comprehensive One-Stop Career Centers	Map Directions
Coastal One-Stop Workforce Center Last Updated: 6/6/2008	200-A Victory Lane Conway, SC 29526 phn: 843-234-9675	Comprehensive One-Stop Career Centers	Map Directions
Colleton One-Stop Center Last Updated: 7/6/2009	101 Mable T. Willis Blvd. Walterboro, SC 29488 phn: 843-538-8980	Comprehensive One-Stop Career Centers	Map Directions
Florence One-Stop Workforce Center Last Updated: 10/30/2008	1558 West Evans Street Florence, SC 29501 phn: 843-669-4271	Comprehensive One-Stop Career Centers	Map Directions
Georgetown One-Stop Workforce Center Last Updated: 10/30/2008	2704 Highmarket Street Georgetown, SC 29440 phn: 843-546-8581	Comprehensive One-Stop Career Centers	Map Directions
Greenville County One-Stop Center @ McAlister Square Last Updated: 10/30/2008	225 S. Pleasantburg Drive Suite C-16 Greenville, SC 29607 phn: (864) 467-8080	Comprehensive One-Stop Career Centers	Map Directions
Greenville ESC OneStop Last Updated: 3/18/2008	706 Pendleton Street Greenville, SC 29602 phn: (864) 242-3531	Comprehensive One-Stop Career Centers	Map Directions
Greenwood One-Stop Workforce Center Last Updated: 3/11/2009	519 Monument Street Greenwood, SC 29648 phn: 864-223-1681	Comprehensive One-Stop Career Centers	Map Directions
Hampton One-Stop Center Last Updated: 10/30/2008	12 Walnut Street East Hampton, SC 29924 phn: 803-943-3291	Comprehensive One-Stop Career Centers	Map Directions
Kingstree Workforce Center Last Updated: 10/30/2008	530 Martin Luther King, Jr. Avenue Kingstree, SC 29556 phn: 843-354-7436	Comprehensive One-Stop Career Centers	Map Directions
Midlands Workforce Center (Columbia) Last Updated: 11/5/2008	700 Taylor Columbia, SC 29202 phn: 803-737-0253	Comprehensive One-Stop Career Centers	Map Directions
Myrtle Beach Workforce Center Last Updated: 4/27/2009	9714 North Kings Highway, Myrtle Beach, SC 29572-0020 phn: 843-839-5900	Comprehensive One-Stop Career Centers	Map Directions

Last Updated: 9/2/2009 phn: 843-774-1420

[Dorchester One Stop Career Center](#) 2885 West 5th North Street Affiliate One Stops [Map](#)[Directions](#)
 Summerville, SC 29484
Last Updated: 11/16/2008 phn: 843-574-1814

[ESC Allendale Workforce Center](#) 3489 Allendale-Fairfax Highway Affiliate One Stops [Map](#)[Directions](#)
 Fairfax, SC 29827
Last Updated: 9/1/2009 phn: 803-584-3263

[East Cooper Community Outreach \(ECCO\)](#) 1145 Six Mile Road Affiliate One Stops [Map](#)[Directions](#)
 Mount Pleasant, SC 29466
Last Updated: 11/17/2008 phn: 843.849.9220

[Edgefield One-Stop Workforce Center](#) 400 Church Street, Edgefield Affiliate One Stops [Map](#)[Directions](#)
 Neighborhood Center
 Edgefield, SC 29824
Last Updated: 9/2/2009 phn: 803-637-4029

[Gaffney Workforce Center](#) 133 Willmac Road Affiliate One Stops [Map](#)[Directions](#)
Last Updated: 9/2/2009 Gaffney, SC 29342
 phn: 864-489-3112

[Hartsville Employment and Security Workforce Center](#) 1319 S. Fourth Street Affiliate One Stops [Map](#)[Directions](#)
 Hartsville, SC 29550
Last Updated: 9/2/2009 phn: 843-332-1554

[Jasper Workforce Center](#) 7774 West Main Street Affiliate One Stops [Map](#)[Directions](#)
Last Updated: 9/2/2009 Ridgeland, SC 29936
 phn: 843-726-3750

[Lake City One Stop Workforce/Florence School District 3](#) 209 Graham Rd. Affiliate One Stops [Map](#)[Directions](#)
 Lake City, SC 29560
Last Updated: 10/12/2008 phn: 843-374-0970 x 1054

[Lancaster Workforce Center](#) 705 N. White St. Affiliate One Stops [Map](#)[Directions](#)
 Lancaster, SC 29721
Last Updated: 10/7/2008 phn: 803-285-6966

[Laurens County One Stop Workforce Center](#) 18 Hazel Drive Affiliate One Stops [Map](#)[Directions](#)
 Clinton, SC 29325
Last Updated: 9/2/2009 phn: 864-833-0142

[Lexington One Stop Workforce Center](#) 714 S. Lake Dr., Suite 140 Affiliate One Stops [Map](#)[Directions](#)
 Lexington, SC 29072
Last Updated: 10/7/2008 phn: 803-359-6131

[Liberty OneStop Workforce Center](#) 317 Summit Drive Affiliate One Stops [Map](#)[Directions](#)
 Liberty, SC 29657
Last Updated: 9/2/2009 phn: 864-843-9512


[Manning Workforce Center](#) 3351 Hwy. 521 Affiliate One Stops [Map](#)[Directions](#)
Last Updated: 9/1/2009 Manning, SC 29102
 phn: 803-473-2086

[Marion ESC One Stop Workforce Center](#) 1305 North Main Street Affiliate One Stops [Map](#)[Directions](#)
 Marion, SC 29571
Last Updated: 9/1/2009 phn: 843-423-8288

[McCormick One-Stop Workforce Center](#) 109 West Augusta Street Affiliate One Stops [Map](#)[Directions](#)
 McCormick, SC 29835
Last Updated: 9/2/2009 phn: 864-465-3649

[Newberry One-Stop Workforce Center](#) 833 Main Street Affiliate One Stops [Map](#)[Directions](#)
 Newberry, SC 29108
Last Updated: 9/2/2009 phn: 803-276-2110

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<u>Name</u>	<u>Location</u>	<u>Service Type</u>	
Palmetto Youth Connections Last Updated: 9/2/2009	45 Simons Street Charleston, SC 29403 phn: 843.793.1193	Affiliate One Stops	Map Directions
Piedmont Technical College One Stop Workforce Center Last Updated: 3/11/2009	620 North Emerald Rd. Greenwood, SC 29648 phn: 864-941-8395	Affiliate One Stops	Map Directions
Saluda County One-Stop Workforce Center Last Updated: 9/1/2009	407 West Butler Avenue Saluda, SC 29138 phn: 864-445-2047	Affiliate One Stops	Map Directions
Seneca OneStop Workforce Center Last Updated: 10/7/2008	11091 North Radio Station Seneca, SC 29679-1499 phn: 864-882-2259	Affiliate One Stops	Map Directions
Spartanburg ESC Workforce Center Last Updated: 9/1/2009	364 South Church Street Spartanburg, SC 29304 phn: 864-573-7525	Affiliate One Stops	Map Directions
St. George Adult Learning Center / Dorchester County Adult Education Last Updated: 11/18/2008	121 South Metts Street St. George, SC 29477 phn: 843.873.7372 or 843.563.5954	Affiliate One Stops	Map Directions
Union One-Stop Workforce Center Last Updated: 9/1/2009	440 Duncan Highway Union, SC 29379 phn: 864-427-5672	Affiliate One Stops	Map Directions
Voorhees One-Stop Career Center Last Updated: 9/1/2009	422 Beech Avenue Denmark, SC 29042 phn: 803-780-1359	Affiliate One Stops	Map Directions
Winnsboro One Stop Workforce Center Last Updated: 9/1/2009	1009 Kincaid Bridge Road Winnsboro, SC 29180 phn: 803-635-2292	Affiliate One Stops	Map Directions
York Technical College - Workforce Development Center Last Updated: 9/2/2009	452 S. Anderson Rd. Rock Hill, SC 29730 phn: 803-327-8006	Affiliate One Stops	Map Directions

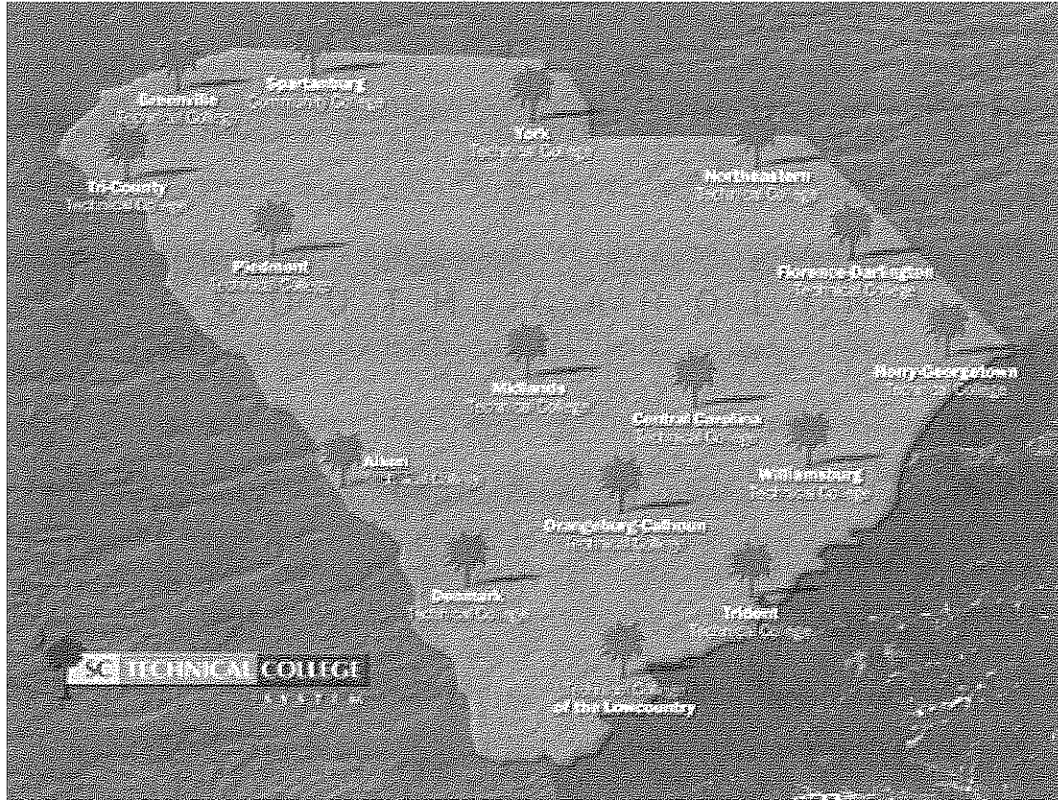
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Point of Contact

S.C. Technical Schools and
Presidents

South Carolina Technical Colleges



<http://www.sacscoc.org>

1. Aiken Technical College

President: Dr. Susan A. Winsor

(Aiken-Augusta Highway 1)

PO Drawer 696

Aiken, SC 29802-0696

Phone: 803.593.9231

Fax: 803.593.6641

2. Central Carolina Technical College

President: Dr. Tim Hardee
506 North Guignard Drive
Sumter, SC 29150-2499
Phone: 803.778.1961
Fax: 803.778.6696

Campus Locations:

A. Central Carolina Technical College
506 N. Guignard Drive
Sumter, SC 29150
Phone: 803.778.6605 (Admissions)
803.778.1961 (General information)

B. SC Environmental Training Center
506 North Guignard Drive
Sumter, SC 29150
Phone: 803.778.6656
Fax: 803.778.7879

C. Natural Resources Management Center
Natural Resources Management Center
735 Brewington Road
Sumter, SC 29150
Telephone: 803.469.2350

D. F. E. DuBose Campus
Director, John Roveri
3351 Sumter Highway (Hwy 521)
Manning, SC 29102
Phone: 803.473.2531
Fax: 803.473.4320

E. Shaw Center
2140 Peach Orchard Road
Sumter, SC 29154
Phone: 803.499.4171
Fax: 803.499.3046

F. Central Carolina Technical College
20 MSS-DPE
Building 501
398 Shaw Drive
Shaw AFB
Sumter, SC 29152
Phone: 803.666.2422/4944
Fax: 803.666.3762

G. Lee County Site
200 North Main Street
Bishopville, SC 29010
Phone: 803.483.CCTC (2282)
Fax: 803.483.2288

H. Kershaw County Campus
1125 Little Street
Camden, SC 29020
Phone: 803.425.8388
Fax: 803.432.8550

3. Denmark Technical College

President: Dr. John Waddell
PO Box 327
(Solomon Blatt Blvd.)
Denmark, SC 29042-0327
Phone: 803.793.5100
Fax: 803.793.5942

4. Florence-Darlington Technical College

President: Dr. Charles W. Gould
PO Box 100548
(Highway 52 North)
Florence, SC 29501-0548
Phone: 843.661.8324 (TECH)
Fax: 843.661.8011

Campus Locations:**A. Main Campus**

2715 W. Lucas Street
Florence, SC 29501-8208
Phone: 1.800.228.5745
FAX: 843.661.8208

B. Health Sciences

320 W. Cheves Street
Florence, SC 29501
Phone: 843.661.8140
FAX 843.292.0851

C. Cosmetology Center

122 Palmetto Road
Darlington, SC 29532
Phone: 843.676.8538
FAX 843.393.6479

D. Hartsville Site

225 Swift Creek Road
Hartsville, SC 29550
Phone: 843.676.8538
Fax: 843.383.4503

E. Lake City Site

278 West Cole Road
Lake City, SC 29560
Phone: 843.676.8590
Fax: 843.394.8191

F. Mullins Technology Site

109 South Main Street
Mullins, SC 29574
Phone: 843.676.8567
Fax: 843.464.6201

5. Greenville Technical College

President: Dr. Keith Miller

PO Box 5616, Station B

(291 By-Pass)

Greenville, SC 29606-5616

Phone: 864.250.8000

Fax: 864.250.8507

Campus locations:

A. Barton Campus

620 South Pleasantburg Drive

Greenville, SC 29607

Phone: 864.250.8111

Toll free within SC: 800.922.1183

Toll free outside of SC: 800.723.0673

B. Brashier Campus -

1830 West Georgia Road

Simpsonville, SC 29680

Phone: 864.228.5000

C. Greer Campus

2522 Locust Hill Road

Taylors, SC 29687

Phone: 864.848.2000

D. Northwest Campus

8109 White Horse Rd

Greenville, SC 29617

Phone: 864.250.3600

Special centers are located off-campus for specific programs and services.

1. Admissions & Registration Center (ARC) - A one-stop shop for admissions, financial aid, advising, testing, and more.

McAlister Square

225 South Pleasantburg Drive

Greenville SC 29607

Phone: 864.250.8111

2. McKinney Automotive Center - A state-of-the-art automotive training facility.
227 N. Pleasantburg Drive
Greenville, SC 29605
Phone: 864.250.8428

3. SCTAC(formerly the Donaldson Center) - A transportation hub for our Aircraft
Maintenance Technology and Truck Driver Training programs.
111 Connecticut Court
Greenville, SC 29605
Phone: 864.277.2845

4. Buck Mickel Center for Continuing Education - Home to hundreds of professional
development and personal enrichment opportunities.
216 South Pleasantburg Drive
Greenville SC, 29607
Phone: 864.250.8800

6. Horry-Georgetown Technical College

President: Neyle Wilson
PO Box 261966
(Highway 501 East)
Conway, SC 29528-6066
Phone: 843.347.3186
Fax: 843.347.4207

Campus Locations:

A. Conway Campus
P.O. Box 261966
Conway, SC 29528-6066
843.347.3186

B. Georgetown Campus
4003 South Fraser Street
Georgetown, SC 29440
843.546.8406

C. Grand Strand Campus
743 Hemlock Avenue
Myrtle Beach, SC 29577
843.477.0808

7. Midlands Technical College

President: Dr. Marshall "Sonny" White

PO Box 2408

(316 Beltline Blvd.)

Columbia, SC 29202-2408

Phone: 803.738.1400

Fax: 803.738.7784

Campus Locations:

A. Airport Campus:

1260 Lexington Dr.

West Columbia, SC 29170

B. Batesburg-Leesville Campus:

423 College St.

Batesburg-Leesville, SC 29070

C. Beltline Campus:

316 South Beltline Blvd.

Columbia, SC 29205

D. Harbison Campus:

7300 College St.

Irmo, SC 29063

E. Northeast Campus:

151 Powell Rd.

Columbia, SC 29203

F. Fort Jackson Center:

Army Continuing Education Center

Imboden St.

Fort Jackson, SC 29207

8. Northeastern Technical College

President: Dr. Ron Bartley

1201 Chesterfield Highway

Cheraw, SC 29520

Phone: 843.921.6900

Fax: 843.537.6148

9. Orangeburg-Calhoun Technical College

President: Dr. Anne S. Crook

3250 St. Matthews Rd.

(Highway 601)

Orangeburg, SC 29118

Phone: 803.536.0311

Fax: 803.535.1388

10. Piedmont Technical College

President: Dr. L. Rayburn "RAY" Brooks

PO Drawer 1467

(Emerald Rd.)

Greenwood, SC 29648-1467

Phone: 864.941.8324 (TECH)

Fax: 864.941.8555

Campus Locations:

A. Lex Walters Campus (Greenwood)

620 N. Emerald Road, Greenwood, SC 29646

Phone: 864.941.8324 / Toll Free 800.868.5528

FAX: 864.941.8555

B. Abbeville County Center

283 Highway 28 Bypass, Abbeville, SC 29620

Phone: 864.446.8324

FAX: 864.446.7129

C. Edgefield County Center

506 Main Street, Edgefield, SC 29824

Phone: 803.637.5388

FAX: 803.637.3983

D. Laurens County Higher Education Center

663 Medical Ridge Road, Clinton, SC 29325

Phone: (864) 938-1505

FAX (864) 938-1533

E. McCormick County Center

407 E. Augusta Street, McCormick, SC 29835

Phone: 864.465.3191

Fax: 864.465.2094

F. Newberry County Center
540 Wilson Road, Newberry, SC 29108
Phone: 803.276.9000
Fax: 803.276.9001

G. Saluda County Center
703 Batesburg Highway, Saluda, SC 29138
Phone: 864.445.3144
Fax: (864.445.3516

11. Spartanburg Community College

President: Dr. Dan L. Terhune
PO Drawer 4386
(Frontage Rd.)
Spartanburg, SC 29305-4386
Phone: 864.592.4600
Fax: 864.592.4642

12. Technical College of the Lowcountry

President: Dr. Thomas Leitzel
PO Box 1288
(921 S. Ribaut Rd.)
Beaufort, SC 29901-1288
Phone: 843.525.8324 (TECH)
Fax: 843.525.8330

13. Tri-County Technical College

President: Dr. Ronnie L. Booth
PO Box 587
(Highway 76)
Pendleton, SC 29670-0587
Phone: 864.646.8361
Fax: 864.646.1890

Campus Locations:

A. Pendleton Campus
7900 Highway 76, Pendleton, SC
P.O. Box 587, Pendleton, SC 29670
Phone: 864.646.8361

B. Anderson Campus
511 Michelin Blvd., Anderson, SC
P.O. Box 587, Pendleton, SC 29670
Phone: 864.260.6700

C. Oconee Campus
Hamilton Career Center, 100 Vocational Dr., Seneca, SC
P.O. Box 587, Pendleton, SC 29670
Phone: 864.646.8316

D. Easley Campus
Coming Fall 2010
Powdersville Road, Easley, SC

14. Trident Technical College

President: Dr. Mary D. Thornley
PO Box 118067
(7118 Rivers Ave.)
Charleston, SC 29423-8067
Phone: 843.574.6111
Fax: 843.572.6109

15. Williamsburg Technical College

President: Dr. Cleve H. Cox
601 MLK Jr. Avenue
Kingstree, SC 29556-4197
Phone: 843.355.4110
Fax: 843.354.7269

16. York Technical College

President: Dr. Greg Rutherford
452 S. Anderson Rd.
Rock Hill, SC 29730-3395
Phone: 803.327.8000
Fax: 803.327.8059

Campus Locations:

A. Chester Campus
525 College Place, Chester, SC 29706
Phone: 803.385.5884
Fax: 803.581.5434

B. Kershaw Campus
452 S. Anderson Road, Rock Hill, SC 29730
Phone: 803.475.2418

How to Guides and Reference Materials

Register for a free email

Setting up a free email account

How to apply for free email account: (Must be done before you register with SCjoblink.org)

Yahoo.com

- Step 1. Go to Yahoo.com
- Step 2. Go to “sign up” on right side and click
- Step 3. Fill in information about yourself
- Step 4. Select ID & password
- Step 5. Fill in alternate email – security questions
- Step 6. Type in security code as seen on the webpage
- Step 7. Select “Create Account” icon
- Step 8. Proceed to your new email account

Gmail.com

- Step 1. Go to Google.com
- Step 2. Go to gmail at the top
- Step 3. Select “create account”
- Step 4. Select ID & password
- Step 5. Fill in information about yourself
- Step 6. Fill in alternate email – security questions
- Step 7. Type in security code as seen on the webpage
- Step 8. Select “I accept, Create Account” icon
- Step 9. Proceed to your new email account

Hotmail.com

- Step 1. Go to hotmail.com
- Step 2. Go to sign in
- Step 3. Select ID & password
- Step 4. Fill in information about yourself
- Step 5. Fill in alternate email – security questions
- Step 6. Type in security code as seen on the webpage
- Step 7. Select “I accept” icon
- Step 8. Proceed to your new email account

How to Guides and Reference Material

Clients with special needs

Serving clients with special needs

Clients with special needs are assigned case managers through their local OneStop.

Special needs are considered to be:

- Formerly incarcerated
- Single or expectant parents
- Displaced workers whose jobs have gone overseas
- Disabled
- Without a GED or high school diploma

After they are registered with OneStop, they need to be referred to their local OneStop. The case managers are then able to walk them through any programs that they may qualify for through the Workforce Investment Act.

Enclosed is a copy of the Greenville County OneStop Orientation manual. This copy is for reference only.

How to Guides and Reference Material

Register with OneStop

Registering with SCjoblink.org

How to register with SCjoblink.org

- Step 1. Click on “Create a jobseeker account”
- Step 2. Fill in all required information
- Step 3. Determine user name and password and confirm
- Step 4. Agreement page with accept button –if you agree, please accept
- Step 5. Opens into your personal home page, on the right hand side, choose “Register with Job Services” for staff assisted services, such as unemployment insurance, etc.
- Step 6. Continue exploring the opportunities this website has to offer

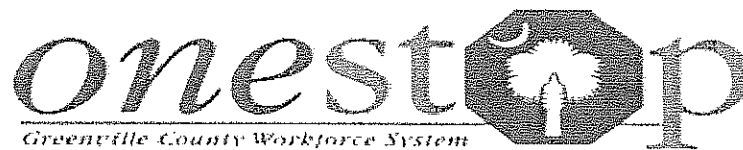
How to Guides and Reference Material

Greenville County OneStop
Orientation – reference only

Orientation

Contact the local OneStop Workforce System that serves your county. The following handout is specific to Greenville County.

GREENVILLE COUNTY



ORIENTATION

An overview of the One-Stop Career System's resources and services.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay Service by dialing 711.

IMPORTANT!

CUSTOMER ACKNOWLEDGEMENT—PLEASE READ

PRIOR TO RECEIVING STAFF-ASSISTED SERVICES WITHIN THE ONE-STOP CENTER AND/OR PRIOR TO RECEIVING EMPLOYMENT AND TRAINING SERVICES MADE AVAILABLE THROUGH THE WORKFORCE INVESTMENT ACT (WIA) PROGRAM, ONE-STOP NEEDS TO INSURE THAT YOU HAVE BEEN PROVIDED WITH A GENERAL ORIENTATION ON AVAILABLE PROGRAMS/SERVICES AND HOW TO ACCESS THEM.

AFTER REVIEWING THIS ORIENTATION BOOKLET, PLEASE SIGN THE ACKNOWLEDGEMENT BELOW. KEEP THE ACKNOWLEDGEMENT FORM ON HAND IN THE EVENT YOU NEED TO PRODUCE IT TO A ONE-STOP REPRESENTATIVE.

PLEASE SPEAK WITH A ONE-STOP REPRESENTATIVE IF YOU NEED HELP WITH READING AND/OR UNDERSTANDING THE CONTENTS OF THIS ORIENTATION BOOKLET.

ACKNOWLEDGEMENT

My signing below attests that I have received an orientation to the One-Stop Career System's services:

Customer Printed Name: _____

Customer Signature: _____

Date: _____

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Enclosures:

- WIA-TAA Orientation
- WIA Customer Pre-Application Package
- Greenville County One-Stop Delivery System Structure
- Greenville County One-Stop Partner Co-Location Schedule

WELCOME!

Welcome to the Greenville County One-Stop Career System! We appreciate your visit. This orientation has been created to provide you with information on the One-Stop Center resources and programs. A printed copy of this orientation and other information is available within the center for you to take as needed.

One-Stop Systems were created under the federal law called the Workforce Investment Act of 1998 (WIA), which enables communities to establish locations where workers may find various tools and programs related to getting and keeping jobs. As a result, many programs and organizations participate within the One-Stop system to offer career help and other benefits through one central point or location.

ONE-STOP CENTER OVERVIEW

We realize that it may take longer to find a job today than it did years ago:

More workers are entering the job market *(There is a larger pool of available workers).*

As technology advances, new skills must be attained *(Lifelong learning is important).*

Employers prefer people who have not experienced long periods of unemployment *(A current work history helps).*

One-Stop has lots of information and resources to help workers address issues like these and more! Most people visit the One-Stop to:

Apply for unemployment insurance benefits. Weekly benefits are provided to eligible workers who have a qualifying separation from a previous job.

Apply for Training Services. Workforce Investment Act (WIA) and Trade Adjustment Act (TAA) training programs help workers learn new work skills.

Conduct Job Search Activities. Creating resumes, cover letters, completing self-assessments, searching the web, and researching the labor market.

Access Information on Other One-Stop Programs. We offer many programs through One-Stop. Please see our **Greenville County One-Stop Partner Co-Location Schedule** for more information. The partner schedule is located within this orientation booklet.

Our One-Stop menu has 3 levels of service. Based on your personal needs, you may be eligible to receive one or all of the following:

1. **Core Services**
2. **Intensive Services**
3. **Training Services**

The customer's first step is **Core Services**. Core Services are self-directed activities that are customer driven and include activities such as creating resumes or cover letters, searching and applying for jobs, attending job fairs, or seeking information on and applying for other needed One-Stop programs.

CORE SERVICES

Core Services may be the only service you need if:

You are able to successfully conduct job search activities. With little to no help, you are able to operate a computer in order to create resumes and cover letters, able to navigate the Internet to apply for jobs, etc.

You meet the minimum requirements for the job. Your skills and qualifications are a match to the job and you are able to pass any pre-employment activities such as drug tests, criminal background and/or credit checks.

Personal matters do not affect your ability to work. You have reliable transportation, child-care, etc.

As you participate in Core Services to look for work, we recommend that you use the following job search resources:

SC Job Link (www.scjoblink.com) – a website administered by the SC Employment Security Commission. Workers may conduct pre-employment activities, search for jobs, and apply for initial unemployment benefits.

SC Virtual One-Stop System (www.sconestop.org) – a website administered by the SC Department of Commerce and the Workforce Investment Act (WIA) program. Workers may conduct pre-employment activities, search for jobs, and pre-register for the WIA program in the event that future Training Services are needed.

Job Fairs – One-Stop hosts job fairs and special recruitment events for local employers. Informational flyers will be posted within the One-Stop Center to announce these events.

We also recommend using other Core Services such as:

Labor Market Information – researching employment patterns and trends will help you choose a demand occupation and to project future training needs.

Self-Assessments – using computerized and Internet-based programs to help determine your basic skill levels and career interests.

WIA Eligibility Determination – in the event you need staff to help with your job search or require Training Services, applying for the WIA program as a Core Service will save you time in the long run. A copy of the **WIA Customer Pre-Application Package** is included within this Orientation Booklet for your convenience.

Free Workshops – sign up to attend workshops and networking opportunities. Career topics are covered such as job search techniques, credit counseling, financial planning, etc.

INTENSIVE SERVICES

If you are not able to successfully find a job after using the available Core Services, then **Intensive Services** may be provided through the WIA program. A Career Specialist will be assigned to help you plan for and participate in a combination of activities leading to employment such as:

Pre-employment workshops – seminars and classroom instruction on topics such job hunting, marketing your skills, etc.

Specialized assessments – conducting a review of your skills using evaluation tools like WorkKeys, TABE, etc.

TRAINING SERVICES

After participating in Intensive Services and you are not able to find or keep a job, the Career Specialist may recommend you for **Training Services**.

In general, Training Services may include activities such as basic literacy skills training (including GED), English as a Second Language (ESL), and/or vocational skills training. The Career Specialist will help you to select the right training program or combination of training programs based on your needs. Vouchers will be issued to training participants to pay the costs for tuition, books, and supplies. More detail on the WIA program and requirements is addressed in the **WIA Customer Pre-Application Package**.

A statewide list of approved WIA training programs may also be viewed over the web at:
<http://www.workforcesouthcarolina.com/provider>

Types of WIA Training Programs:

Occupational Skills Training – classroom instruction and vocational training provided through local technical colleges and community training providers.

Work Experience- can be accompanied by Occupational Skill Training and pays an hourly stipend to assist the participant with obtaining valuable work experience.

On-the-Job (OJT) and Apprenticeship Training – this is an earn as you learn opportunity where employers hire and train eligible workers while on the job. The employer may qualify for financial incentives to reduce their cost for providing the training.

Entrepreneurial Training – a great opportunity for those who want to start their own business. Did you know that small businesses make up the majority of the companies in SC?

ONE-STOP SYSTEM

The Workforce Investment Act mandates that certain programs be made accessible through the One-Stop System and that physical locations (One-Stop Centers) are established locally. Please check out the **Greenville County One-Stop Partner Co-Location Schedule** to see the list of participating organizations and co-location schedules. The One-Stop Centers may be designated as:

Comprehensive One-Stop Centers – a location that offers access to the mandated programs via co-located staff within the One-Stop center.

Satellite One-Stop Center – a location that offers access to the mandated programs via electronic referral tools but there is no co-located staff within the One-Stop center other than WIA staff.

One-Stop Extension Sites – locations that offers access to the mandated programs via kiosk stands and/or electronic referral tools but there is no co-located staff. Additionally, extension sites are not centers and will differ from the comprehensive and satellite locations as the site may be physically located within lobbies, common areas, and other placements within an organization. Extension sites are intended to provide general information only. Please visit a comprehensive or satellite center in order to fully access the array of services offered by the One-Stop.

ONE-STOP CENTER LOCATIONS (Comprehensive)

McAlister Square One-Stop
McAlister Square Mall
225 S. Pleasantburg Drive, Suite C-16
Greenville, SC 29607
Phone: (864) 467-8080
Fax: (864) 467-8151
Hours: Monday – Friday
8:30 a.m. – 5:00 p.m.

**SC Employment Security Commission
One-Stop**
706 Pendleton Street
Greenville, SC 29601
Phone: (864) 242-3531
Fax: (864) 232-0151
Hours: Monday—Friday
8:30 a.m.—5:00 p.m.

ONE-STOP CENTER LOCATIONS (SATELLITE)

County Square One-Stop

301 University Ridge, Suite 750
Greenville, SC 29601
Phone: (864) 467-7501
Hours: Monday – Friday
8:30 a.m. – 5:00 p.m.

ONE-STOP PARTNER PROGRAMS

American Association of Retired Persons (AARP) Foundation

Greenville County Square
301 University Ridge, Suite 5550
Greenville, SC 29601
Phone: (864) 467-3325
Fax: (864) 467-3328
www.aarp.org/scep

Description: After meeting eligibility guidelines, provides employment assistance to individuals ages 55 and over.

Experience Works, Inc.

ESC Workforce Center
706 Pendleton Street
Greenville, SC 29601
Phone: (864) 242-3531, ext. 312

Description: After meeting eligibility guidelines, provides employment assistance to individuals ages 55 and over.

Department of Social Services

Greenville County Square
301 University Ridge, Suite 7700
Greenville, SC 29601
Phone: (864) 467-7700
www.state.sc.us/dss

Description: Administers programs such as Food Stamps and Temporary Assistance to Needy Families (TANF).

Greenville Literacy Association

McAlister Square Mall
225 S. Pleasantburg Drive, Suite C-10
Greenville, SC 29607
Phone: (864) 467-3456 Fax: (864) 467-3558
www.greenvilleliteracy.org

Description: Empowers adults to participate more effectively by providing quality instruction in reading, math, and speaking English.

Greenville County Workforce Development

Greenville County Square
301 University Ridge, Suite 1500
Greenville, SC 29601
Phone: (864) 467-7220 Fax: (864) 467-5963
www.greenvillewib.com

Description: Provides oversight of the One-Stop System on behalf of the Greenville County Workforce Investment Board. Administers Workforce Investment Act (WIA) programs and Trade Adjustment Assistance (TAA) employment and training activities to eligible adults, dislocated workers, and youth.

Greenville Technical College

McAlister Square Mall
Admissions and Business Office
225 S. Pleasantburg Drive
Greenville, SC 29607
Phone: (864) 250-8111
www.greenvilletech.com

Description: Provides post-secondary education programs.

Greenville Technical College

Buck Mickel Center
216 S. Pleasantburg Drive
Greenville, SC 29607
Phone: (864) 250-8800

Description: Provides quality continuing education instruction.

Goodwill Industries

115 Haywood Road
Greenville, SC 29607
Phone: (864) 351-0100 Fax: (864) 351-0065
www.goodwillsc.org

Description: Helps people in the community with disabilities and special needs become independent citizens through education, training, and career placement services.

The Housing Authority of the City of Greenville

16 Ashley Avenue

Greenville, SC 29603

Phone: (864) 467-4250 Fax: (864) 467-2613

www.ghanc.net

Description: Provides stable, quality affordable housing for low and moderate income persons.

School District of Greenville County Lifelong Learning

206 Wilkins Street

Greenville, SC 29605

Phone: (864) 355-6088 Fax: (864) 355-6077

www.greenville.k12.sc.us/lifelong

Description: Provides academic (GED, HS Diploma) and pre-employment education and training opportunities for adults to achieve success.

South Carolina Employment Security Commission

706 Pendleton Street

Greenville, SC 29601

Phone: (864) 242-3531 Fax: (864) 232-0151

www.sces.org

Description: Administers programs such as unemployment insurance, job service, veterans workforce programs, federal bonding, Work Opportunity Tax Credits (WOTC)

South Carolina Army National Guard

706 Pendleton Street

Greenville, SC 29601

Phone: (864) 320-0214 Fax: (803) 806-1167

www.rick.hughes2@us.army.mil

Description: Recruits individuals for the US Army Reserves.

South Carolina Department of Vocational Rehabilitation

105 Parkins Mill Road

Greenville, SC 29607

Phone: (864) 297-3066 Fax: (864) 675-9144

www.scvrd.net

Description: Assists eligible individuals with disabilities to prepare for, achieve and maintain competitive employment.

Sunbelt Human Advancement Resources, Inc. (SHARE)

1200 Pendleton Street

Greenville, SC 29603

Phone: (864) 269-0700 Fax: (864) 296-6151

www.sharesc.org

Description: Administers a wide variety of employment, training, and support service programs designed to improve the educational, emotional, and physical well being of children and adults.

CUSTOMER SERVICE

We pride our ability to provide all One-Stop visitors with prompt and courteous services. Please complete a One-Stop survey each time you visit us so that we know whether our services were helpful to you and where improvements are needed. Should you feel the need to make a written compliment or complaint regarding a service received through the Greenville County One-Stop System, please deliver or mail to:

Workforce Development Director

301 University Ridge, Suite 1500

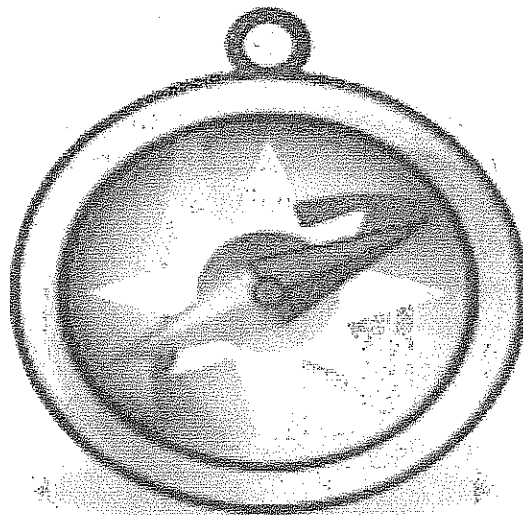
Greenville, SC 29601

Or send an email to: info@greenvillewib.com

THANK YOU!

Thank you for visiting the One-Stop today and for taking time to review this brief Orientation. Should you have questions about any of our services or need help with locating a resource or tool, please feel free to ask a staff person for assistance. We look forward to serving you again!

**WORKFORCE INVESTMENT ACT TITLE I:
ADULT PROGRAMS 101 (includes TAA)**



WIA Orientation

The information contained within this orientation booklet outlines potential services that may be provided under the Workforce Investment Act of 1998 (WIA), subject to local policies and procedures.

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay Service by dialing 711.

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Workforce Investment Act Title I: Adult 101 Summary

Overview of Program

The Workforce Investment Act of 1998 (WIA) establishes parameters for the state's workforce investment "system" such as requiring Workforce Investment Boards, program partners and One-Stop Centers. The second major aspect of the Act defines the services and eligibility for employment related training and job placement activities.

The federal law includes a number of programs that are referred to as "titles:"

- WIA activities for Adults, Youth & Dislocated Workers (WIA Title I)
- Adult Education and Family Literacy (WIA Title II)
- Job Service—Labor Exchange such as JobLink (Wagner-Peyser—WIA Title III)
- Vocational Rehabilitation (WIA Title IV)

This WIA 101 summary only addresses Title I, Adult services.

At the state level, the SC Department of Commerce Workforce Development Department is responsible for carrying out the requirements of WIA. This includes a WIA State Plan approved by the U.S. Department of Labor that guides the system and prescribes state policy on specific activities. The State Plan can be accessed at <http://www.sccommerce.com/UserFiles/File/SWIB%20Strategic%20Plan.pdf>. State policies on individual issues are posted at <http://www.workforcesouthcarolina.com/workforce-investment-act.aspx>. In addition, WIA requires a state to have an oversight entity for training and employment activities. The Governor's State Workforce Investment Board is the advisory body in South Carolina, and is charged, among their major responsibilities, with ensuring that the WIA funds are used as required by federal law, supporting the workforce goals for the state via recommendations on policies and programs, and dispersing state dislocated worker grants.

South Carolina has 12 Workforce Investment Areas (WIAs). Each WIA has a local board that coordinates, plans and oversees the local workforce investment system in their area. WIA law requires that the majority of the local board, Workforce Investment Board (WIB), are people who have decision-making authority in business within the local private sector. It also requires that the mandatory one-stop partners serve on the local board. The Chief Elected Official of each WIA appoints members of the local board after nomination processes are followed as mandated in WIA. There is a WIA local plan approved by the local board that guides the WIA's efforts and includes specific local policies that augment, or are in addition to, the state policies. Guidance for these local plans comes from SC Department of Commerce, and are ultimately approved by the SC Department of Commerce.

Workforce Investment Act Title I: Adult 101 Summary

General Adult Program

General Eligibility to Receive Core Services

- 18 years of age or older; and
- Authorized to work in the U.S.; and
- Registered for Selective Service, if applicable.

Core services may be provided as a “self-service” or as an assisted service. If the customer is provided an assisted service then they would be enrolled in WIA. In either case, eligible Veterans and spouses of Veterans must be given first priority to comply with federal law.

Eligibility for Intensive and Training Services

At a minimum, an individual must receive one core service to be able to receive intensive services. Then, at least one intensive service must be received to proceed with training services. Local Workforce Investment Boards (WIBs) may have additional eligibility requirements in their local policies. Additionally, the WIBs “priority of service” policy may be in effect that imposes additional eligibility requirements only when the WIB determines that there are insufficient funds to cover all customers’ training services.

Veteran Priority

The Jobs for Veterans Act enacted at the federal level on November 7, 2002 requires that Veterans and qualified spouses be served first in all Department of Labor employment and training programs. Each WIB has local policies that include this veteran’s/spouses first-served mandate as well as their priority of service policy. In the simplest of terms, if both a Veteran and a non-veteran come into a One-Stop for WIA services, the qualified Veteran/spouse has priority over any other person to be registered in the program. Referring the Veteran to a Local Veteran’s Employment Representative program or Disabled Veteran’s Outreach Program does not constitute having met the Veteran’s priority requirement.

Special Needs Populations

WIA and other federal and state laws require universal access to all services. Persons with disabilities, a self-reported status, and persons with English as a second language must be provided with the same services as all other customers. Physical and program accessibility must be provided including, for example, the availability of translators or sign language personnel, or written materials in alternative formats. People with disabilities should be provided with all appropriate Title I services. In addition, they may qualify for vocational rehabilitation services under WIA Title IV.

Workforce Investment Act Title I: Adult 101 Summary

Dislocated Worker Program

Federal Dislocated Worker Eligibility Requirements

A "dislocated worker" is an individual who:

1. Has been terminated or laid off, or who has received a notice of termination or layoff from employment; and
 - (a) Is eligible for or has exhausted entitlement to unemployment compensation; or
 - (b) Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One-Stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law;
 - (c) Is unlikely to return to a previous industry or occupation.
2. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
3. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services, intensive services or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
4. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
5. Is a displaced homemaker. A "displaced homemaker" is an individual who has been providing unpaid services to family members in the home and who:
 - (a) Has been dependent on the income of another family member but is no longer supported by that income; and
 - (b) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Dislocated Workers who take new employment can continue to be served until they reach self-sufficiency as defined in the local policy.

Core Services

General Eligibility to Receive Core Services

- 18 years of age or older; and
- Authorized to work in the U.S.; and
- Registered for Selective Service, if applicable.
- OR the Dislocated Worker Eligibility Requirements [detailed under “Dislocated Worker Program”].

Core services available through the One-Stop delivery system to individuals, who are adults or dislocated workers and that, at a minimum, include:

1. Determinations of whether the individuals are eligible to receive assistance under WIA;
2. Outreach, intake (which may include worker profiling), and orientation to the information and other services available through the One-Stop delivery system;
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
4. Job search and placement assistance, and where appropriate, career counseling;
5. Provision of employment statistics information including
 - Accurate information relating to local, regional, and national labor market areas;
 - Job vacancy listings in such labor market areas;
 - Information on job skills necessary to obtain the listed jobs; and
 - Information relating to local occupations in demand and the earnings and skill requirements for such occupations.
6. Provision of performance information and program cost information on:
 - Eligible providers of training services, provided by program, eligible providers of youth activities;
 - Providers of adult education;
 - Providers of postsecondary vocational education activities and vocational education;
 - Activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act; and
 - Providers of vocational rehabilitation program activities under the Rehabilitation Act of 1973.
7. Provision of information on:
 - How the local area is performing on local performance measures; and
 - Any additional performance information with respect to the One-Stop delivery system in the local area.
8. Provision of accurate information relating to:
 - The availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate;
9. Provision of information regarding filing claims for unemployment compensation; and
10. Assistance in establishing eligibility for:
 - Programs of financial aid assistance for training and education programs that are not funded under the WIA and are available in the local area.

Intensive Services

Eligibility to Receive Intensive Services

- Individuals who are unemployed and are unable to obtain employment through core services; and
- Individuals who have been determined to be in need of more intensive services in order to obtain employment (a case manager must determine the need for intensive services as identified in the individual employment plan, comprehensive assessment, or through any other intensive service received; or
- Individuals who are employed, but who are determined to be in need of such intensive services in order to obtain or retain employment that allows for self-sufficiency; or
- Individuals who are in the priority of service category that may be established by the WIB.

A customer must receive at least one core service before proceeding to the intensive service level. There is no federal or state required minimum time period an individual must be in core services before they are eligible for intensive services. Each WIB may have different local policies that further define eligibility for intensive services.

Intensive services may include the following:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include diagnostic testing and use of other assessment tools; and indepth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
3. Group counseling.
4. Individual counseling and career planning.
5. Case management for participants seeking training services.
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

Training Services

Eligibility to Receive Training Services

- Individuals who have met the eligibility requirements for intensive services and who are unable to obtain employment or retrain employment through such services;
- Individuals who after an interview, evaluation, or assessment, and case management, have been determined by a WIA case manager or One-Stop partner, as appropriate, to be in need of training services and to have the skills and qualifications to successfully participate in the selected program of training services;
- Individuals who select programs of training services that are directly linked to the employment opportunities in the local area involved or in another area in which the adults or dislocated workers receiving such services are willing to locate;
- Individuals who meet requirements related to obtaining other grant assistance for training; and
- Individuals who are determined to be eligible in accordance with the priority system, if any, in effect in the WIA.

At a minimum, an individual must receive at least one intensive service, such as the development of an individual employment plan with a case manager or individual counseling and career planning, before the individual may receive training services. The case file must contain a determination of need for training services as outlined in the individual employment plan. There is no federal or state required minimum time period an individual must be in intensive services before they are eligible for training services.

Training services, whether under an ITA or under contract, must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Each WIB has a local policy on the criteria, duration and maximum cost per participant for training services, and/or other parameters such as a payment schedule to providers. Some WIBs also have a process to determine customer priority for training services.

The principle exceptions of using ITAs for training services are on-the-job training provided by an employer or customized training:

The Local Workforce Investment Board may impose limits on ITAs, such as limitations on the dollar amount and/or the duration of the ITA. Any limits must be described in the Local WIA Plan. The limitations on an ITA may include a limit on individual participation based on the needs identified in the individual employment plan. These limitations must be described in the State or Local plan. Limitations should not be implemented in a manner that undermines the Act's requirement that training services are provided in a manner that maximizes customer choice in the selection of an eligible training provider.

Training Services

Training Services include the following:

Training services is defined in WIA Title I as “one or more courses or classes, or a structured regime, that upon successful completion, leads to: (a) a certification, an associate degree, completion of baccalaureate degree within a two (2) year period; or (b) the skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.”

The following list of training services by law “is not all-inclusive” and may or may not be provided in accordance local policies:

- Occupational skills training, including training for nontraditional employment;
- On-the-Job Training;
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Private sector training;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Apprenticeships;
- Remedial education; Adult education and literacy activities provided in combination with services listed above; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Individual Training Accounts (ITAs)

Once an individual has been approved for training services, an Individual Training Account (ITA) will be established to pay for the cost of approved training programs. A WIA case manager will be assigned to assist participants, on a case-by-case basis, with developing a cost efficient training plan.

OJT contracts may be written for eligible employed workers when:

- Employee is not earning a self-sufficient wage as determined by local board policy;
- OJT requirements are met; and
- OJT relates to introduction of new technologies or new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the local board.

Customized training for an employed individual may be provided for an employee or group of employers when:

- Employee is not earning a self-sufficient wage;
- Employee meets requirements for customized training;
- Customized training relates to introduction of new technologies/other OJT situations

Other Components

An **Individual Employment Plan** is an ongoing strategy jointly developed by the customer and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

Supportive Services

Supportive services is restricted to only those individuals participating in intensive or training services "who are unable to obtain such supportive services through other programs providing such services" and "may be only provided when they are necessary to enable individuals to participate in Title I activities."

"They include services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIA Title I." That regulation also requires each WIA to have a local policy that "should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources."

Follow-up Services

A customer is not done with WIA/TAA services once they have successfully completed a training service and have been placed in a job. Follow-up activities may be an additional service. "Follow-up services must be made available, as appropriate, for a minimum of 12 months following the first day of employment, to registered participants who are placed in unsubsidized employment."

Completion of Services

Even when a WIA/TAA-funded customer has completed all of the services, a customer is not considered a "program exit" until all services, regardless of the program fund source, have been completed. WIA Title I policy states that if a customer has a service open under WIA Title I or any Partner Service, Title I may not be exited.

WIA Title I Performance Measures

Adult Measures (including Dislocated Workers):

1. **Entered Employment**—of those who are not employed at the date of participation, the number of adult participants who are employed in the first quarter after the exit quarter.
2. **Employment Retention**—of those who are employed in the first quarter after the exit quarter, the number of adult participants who are employed in both the second and third quarters after the exit quarter.
3. **Average Earnings**—of those who are employed in the first, second, and third quarters after the exit quarter, the total earnings in the second quarter plus the total earnings in the third quarters after the exit quarter.

Youth Measures:

1. **Placement in Employment or Education**—of those who are not in post-secondary education or employment (including the military) at the date of participation, the number of youth participants who are in employment (including the military) or enrolled in postsecondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter.
2. **Attainment of a Degree or Certificate**—of those enrolled in education (at the date of participation or at any point during the program), the number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter.
3. **Literacy and Numeracy Gains**—of those out-of-school youth who are basic skills deficient, the number of youth participants who increase one or more educational functioning levels

Trade Adjustment Assistance (TAA) Program

The Trade Adjustment Assistance (TAA) is a federal program that provides reemployment services to workers who have been found to be adversely impacted by increased imports or by a shift of production to another country. You may receive the following benefits under this program:

1. Trade Readjustment Allowances (TRA)

TRA benefits are weekly income support payments that are available under certain conditions after all unemployment insurance (UI) benefits are exhausted.

- You may qualify for up to 26 weeks of Basic TRA if you are in approved training, have completed training, or have a waiver from the training requirement.
- You may qualify for up to 52 weeks of Additional TRA if you are participating in TAA approved training (no waivers are allowed under Additional TRA).
- You may be eligible for up to an additional 26 weeks of TRA for remedial training for a total of 130 weeks. You may be eligible for additional weeks of TRA (up to a maximum of 26 weeks) for each week of remedial education training you receive. Examples of remedial education are basic writing and mathematical skills training, training leading to a GED, and English as second language (ESL) training.

Your TRA weekly benefit amount will generally be the same as the unemployment insurance benefits you were receiving. Earnings or income could reduce your TRA benefits. In addition, a prolonged break in training, such as a semester break that exceeds 30 days (i.e., not enrolling in summer school), will prevent you from receiving TRA weekly benefits.

In order to be eligible for TRA benefits, you must meet the following requirements:

- Have been employed for 26 weeks in the previous 52 weeks in trade-impacted employment at wages of \$30.00 or more per week;
- Complete an application for Trade Adjustment Assistance at the local SC Employment Security Commission office;
- Exhaust your regular unemployment insurance benefits; and
- Be enrolled in an approved training program by the end of the 16th week after your most recent qualifying separation from trade-impacted employment; or
- Be enrolled in an approved training program by the end of the 8th week after the trade petition has been certified; or

- Be waived from the training requirement. However, you must be granted a waiver by the end of the 16th week after your most recent qualifying separation from trade-impacted employment, or by the end of the 8th week after the trade petition has been certified.

Waiver Criteria

In order to be approved for a waiver from the training requirement, you must meet one of the following criteria established by the federal government:

- You have written proof that you will be recalled within 6 months;
- You have marketable skills to obtain suitable employment;
- You are unable to participate in training due to health reasons (this only waives you from training, not from looking for work and accepting offered employment);
- You are near retirement (within 2 years of qualifying for Social Security or a privately sponsored pension program);
- There is a delay in the first available enrollment date for training;
- Training funds are not available under TAA or other federal programs, or suitable training is not available at a reasonable cost.

Waivers from the training requirement must be reviewed every 30 days. Waivers may be revoked for failure to meet work search requirements and for failure to report for scheduled appointments. If your waiver is revoked for these reasons, you may no longer be eligible to receive TRA payments.

The 52 weeks of Additional TRA are for individuals who are participating in TAA approved training (no waivers are allowed under Additional TRA).

2. Job Training

Prior to being approved for any training, a case manager will assess your individual situation. In order to be approved for job training, you must meet ALL six of the following criteria established by the federal government:

- A. There is no suitable employment available in the local area for the worker. Suitable employment is employment that pays at least 80% of the past trade-impacted wage and involves a skill level at least as great as that of the trade-impacted employment.
- B. The worker would benefit from appropriate training.
- C. There is a reasonable expectation of employment following successful completion of the training.
- D. Training is reasonably available and/or accessible to the worker within the worker's commuting area at an approved governmental or private training or education provider.

- E. The worker is qualified to undertake and complete the training.
- F. The training is suitable for the worker and available at a reasonable cost. The training program cannot exceed 104 actual training weeks (up to 130 weeks with remedial training). It is important to note that if the training program you are interested in exceeds your length of cash benefits, the training program may not be approved. The cost of your training includes tuition, fees, books, the usual and customary tools, equipment, supplies and uniforms. If your training commute is greater than 50 miles one-way, you may be eligible for transportation assistance to and from the training institution. If your training requires occasional expenses such as an overnight stay, subsistence allowances may also be included.

Workers in TAA approved training must attend training full-time. In addition, only one training program is allowed per trade petition certification.

3. Job Search Allowances

If you have a job interview or other directed job search activity outside the commuting area (greater than 50 miles from your residence), 90% of the cost of your job search may be reimbursed, up to a maximum of \$1,250 per worker. **The application for Job Search Allowances must be made in advance.** Job search allowances may be approved based on the following criteria established by the federal government:

- Proof of a bona fide job interview or;
- Proof of a job fair or job seminar;
- Travel must be the least expensive method, for the shortest duration of time;
- Job search allowances are paid up to 50% of the federal allowable rates for lodging and meals;
- There are time limitations on applying for job search allowances: 365 days (one year) after the petition certification date, or 365 days (one year) after your last permanent separation from work (whichever is later); or 182 days (6 months) after the completion of your training; and
- Job search activities must conclude 30 days after beginning.

A case manager can provide you with federal allowable rates and the proper application for job search allowances.

4. Relocation Allowances

If you obtain a bona fide offer of work outside the commuting area (greater than 50 miles from your residence) and desire to move your possessions, 90% of your relocation costs may be reimbursed. **The application for Relocation Allowances must be made in advance.** Relocation allowances may be approved based on the following criteria established by the federal government:

- You have a bona fide offer of employment and can provide written confirmation (required from the new employer);
- Two estimates of moving costs if you are using a commercial mover;
- The current federal allowable mileage rate will be paid if you are driving (up to two vehicles allowed);
- Additional funds for incidental expenses – the amount is equal to 3 times your average weekly wage from the trade-impacted employment, not to exceed \$1,250;
- There are time limitations on applying for relocation allowances: 425 days (15 months) after the certification date of the petition; 425 days (15 months) after your last total separation from employment, whichever is later, or, 182 days (6 months) after you complete your training;
- You must begin your move within 182 days (6 months) after submitting the relocation application.

A case manager can provide you with federal allowable rates and the proper application for relocation allowances.

5. Health Coverage Tax Credit (HCTC)

HCTC is a federal tax credit that supplements 65% of the monthly premium for qualified health insurance and is available for eligible individuals and their families. HCTC may be claimed as an end-of-year income tax credit or as a monthly advance payment. The following types of health insurance plans qualify under HCTC:

- COBRA continuation coverage.
- Spousal coverage if the employer pays less than 50% of the premium (only available as a year-end tax credit).
- Individual (non-group) coverage that began at least 30 days prior to separation.
- The South Carolina High Risk Pool.

To be eligible for HCTC, you must be receiving TRA or be eligible to receive TRA but have not exhausted UI benefits. Individuals participating in the Alternative Trade Adjustment Assistance program are also potentially eligible for HCTC. Full eligibility is determined by the IRS. For more information about HCTC, visit www.irs.gov, keyword: HCTC or call toll free (866) 628-4282.

SC HEALTH COVERAGE TAX CREDIT (SCHCTC) “Gap Filler Grant”

South Carolina has partnered with Maryland to help cover the period it takes for the IRS to process a worker’s enrollment in the federal HCTC program. The SCHCTC application can be completed on-line at: <http://schctc.info>. Eligibility for SCHCTC is determined by the Maryland contractor. SCHCTC does not replace the need to register for the federal HCTC program.

6. Alternative Trade Adjustment Assistance (ATAA)

ATAA is a wage supplement program for older workers who find new employment at lower wages. The following criteria must be met in order to be eligible to receive ATAA benefits:

- Certified worker must become reemployed within 26 weeks of layoff from trade-affected job;
- Certified worker must be at least 50 years old at the time of reemployment;
- New employment may not pay more than \$50,000 per year;
- New employment must be full time (at least 30 hours per week; can be two or more jobs);
- Certified worker may not return to previous employment;
- An application for ATAA benefits must be filed within two years of the qualifying reemployment date;
- Certified worker may not receive training and still be eligible for ATAA benefits; and
- Once a certified worker has received an ATAA payment, all other TAA benefits and services are prohibited (except for HCTC).

ATAA pays 50% of the difference between the worker's wages from the trade-certified job and the new job. The ATAA wage supplement may be paid up to a maximum of \$10,000 or for two years, whichever occurs first.

A case manager can provide you with the proper application for ATAA.

APPEAL RIGHTS

If you disagree with a determination made in the Trade Adjustment Assistance program, you have the right to appeal provided a notice of appeal is filed within ten (10) calendar days, including weekends and holidays, from the date of the determination. If the tenth (10th) day falls on a Saturday, Sunday or holiday, the appeal period is extended to the next business day. Your appeal may be filed in person in any SC Employment Security Commission office, or by mail addressed to **"Appeal Tribunal", P.O. Box 995, Columbia, SC 29202.**

WORKFORCE INVESTMENT ACT (WIA) CUSTOMER PRE-APPLICATION PACKAGE

Date _____

SSN _____

Date of Birth _____

Name _____

Home Phone _____ Message Phone _____

Mailing Address _____ City _____ St _____ Zip _____

Residence Address _____ City _____ St _____ Zip _____

ETHNIC GROUP

- ☐ African American/Black ☐ White ☐ Hispanic ☐ American Indian/Alaskan Native ☐ Asian
☐ Hawaiian/Other Pacific Islander ☐ Other _____ ☐ I do not wish to answer.

CITIZENSHIP

- ☐ U S Citizen ☐ Permanent Resident Alien ☐ Other Eligible Non-Citizen _____

EDUCATION

___ High School Diploma ___ GED ___ Associate Degree ___ Bachelor Degree ___ Other _____

Are you currently attending school/training? ☐ No ☐ Yes

If yes, where and what program? _____

MILITARY SERVICE

Have you served in United States Military? ☐ No ☐ Yes Entry Date _____

Exit Date _____

Are you currently in the Guard or Reserve? ☐ No ☐ Yes

EMPLOYMENT INFORMATION

Are you currently employed? ☐ No Reason _____

☐ Yes Employer _____

Spouse's employment information Employer _____

Are you receiving Unemployment Insurance Benefits? ☐ No ☐ Yes

EMPLOYMENT HISTORY
PLEASE LIST EMPLOYMENT STARTING WITH MOST RECENT

Start Date (MMDDYY) _____ End Date (MMDDYY) _____
Employer Name _____
City _____ St _____ Zip _____
Phone Number _____ Job Title _____
Salary/Wage _____ Per ☐ Hour ☐ Week ☐ Month Status: ☐ Full time ☐ Part time Hours Worked Per Week _____
Separation Status ☐ Still Employed ☐ Layoff/Permanent ☐ Quit ☐ Discharged ☐ Layoff/Temporary

Start Date (MMDDYY) _____ End Date (MMDDYY) _____
Employer Name _____
City _____ St _____ Zip _____
Phone Number _____ Job Title _____
Salary/Wage _____ Per ☐ Hour ☐ Week ☐ Month Status: ☐ Full time ☐ Part time Hours Worked Per Week _____
Separation Status ☐ Still Employed ☐ Layoff/Permanent ☐ Quit ☐ Discharged ☐ Layoff/Temporary

CONTACT INFORMATION

Please list the following information on two people not living with you who can always contact you, should we need to reach you.

Name _____ Relationship _____
Address _____ Phone _____
City _____ St _____ Zip _____

Name _____ Relationship _____
Address _____ Phone _____
City _____ St _____ Zip _____

HOUSEHOLD AND INCOME INFORMATION

Housing ☐ Own ☐ Rent ☐ Living with Relative ☐ Living with Friend ☐ Other _____
Dependents Under 18 _____ Total Number in Household _____
Head of Household ☐ No ☐ Yes

HOUSEHOLD AND INCOME INFORMATION
(continued)

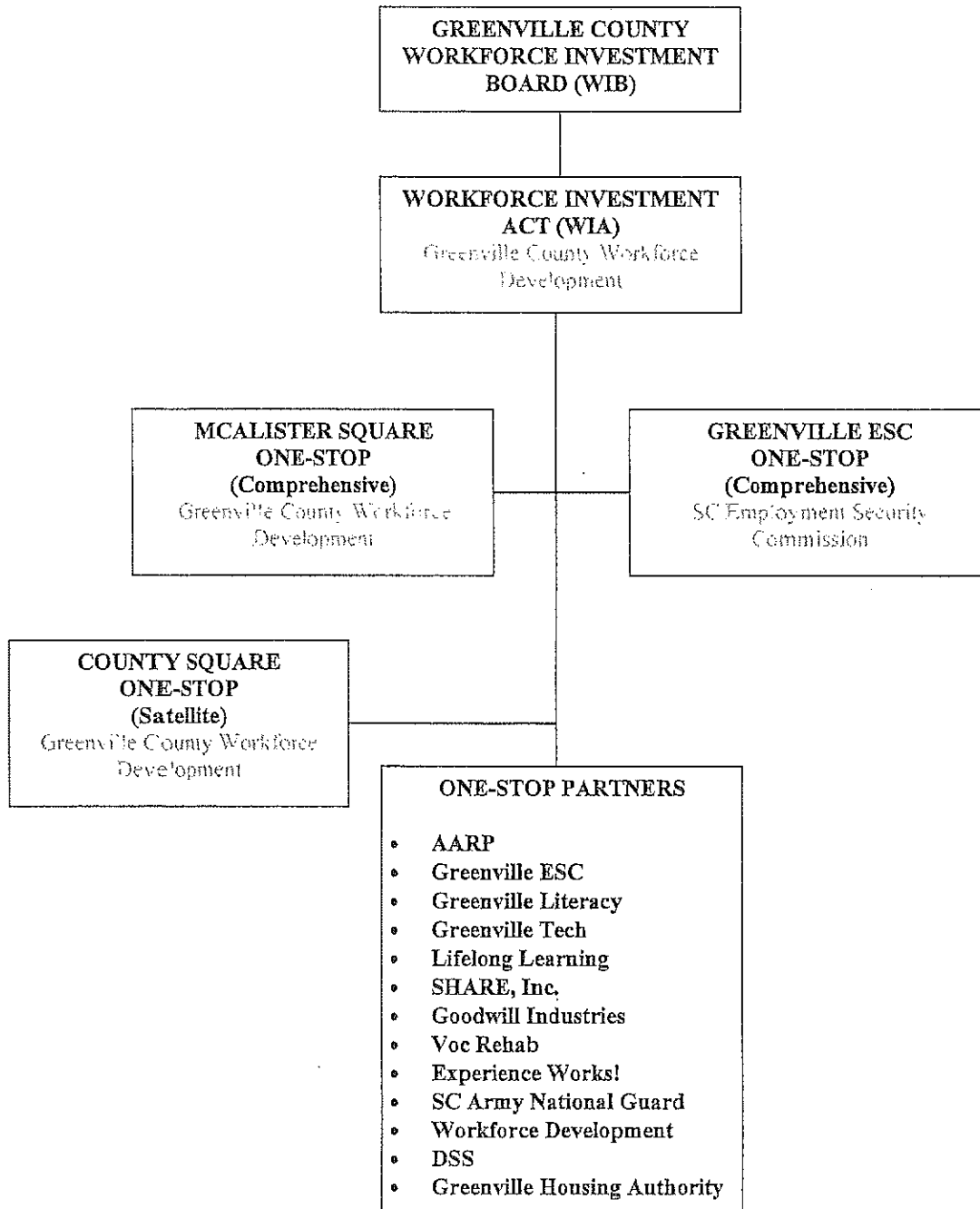
Please list all those, including you, living in the household.

Name	Relationship	Date of Birth	Occupation
1. _____	Self	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

If you or anyone living in the Household are receiving or have received any of the following within the past 6 months, please check as appropriate and indicate the monthly amount, date income receipt began, date income receipt ended (if applicable) and who received the income.

	Monthly Amount	Date Began	Date Ended	Recipient
<input type="checkbox"/> Wages (Gross Amount)	_____	_____	_____	_____
<input type="checkbox"/> Active Duty Income	_____	_____	_____	_____
<input type="checkbox"/> Workers Comp	_____	_____	_____	_____
<input type="checkbox"/> Retirement	_____	_____	_____	_____
<input type="checkbox"/> Soc Security Retirement	_____	_____	_____	_____
<input type="checkbox"/> Soc Sec Survivor Benefits	_____	_____	_____	_____
<input type="checkbox"/> TANF	_____	_____	_____	_____
<input type="checkbox"/> Food Stamps	_____	_____	_____	_____
<input type="checkbox"/> SSI	_____	_____	_____	_____
<input type="checkbox"/> Unemployment Insurance	_____	_____	_____	_____
<input type="checkbox"/> Alimony	_____	_____	_____	_____
<input type="checkbox"/> Child Support	_____	_____	_____	_____
<input type="checkbox"/> Grants/Loans/Scholarships	_____	_____	_____	_____
<input type="checkbox"/> Housing Assistance	_____	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____	_____

GREENVILLE COUNTY ONE-STOP DELIVERY SYSTEM



Greenville County One-Stop Partner Co-location Schedule

Updated 6/08

Partner Agency	Monday	Tuesday	Wednesday	Thursday	Friday
ESC One-Stop (706 Pendleton Street)					
AARP Robert Cheatem	8:30AM-2:30PM	8:30AM-2:30PM	8:30AM-2:30PM	8:30AM-2:30PM	----
ESC Larry Hart; ESC Staff	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM
Greenville Literacy Assoc. Lisa Hall Gracie Williams	----	2:00PM-4:00PM	----	----	----
Greenville Tech. College Steve Hand	----	----	----	8:30AM-12:00PM	----
Lifelong Learning Bill Roberts (Computer)	8:30AM-12:30PM	8:30AM-12:30PM	8:30AM-12:30PM	----	----
SHARE Pending	----	----	----	----	----
Goodwill Industries Nicholas	----	----	9:00AM-5:00PM	----	----
Vocational Rehabilitation Shirley Forist Chris Mulley	8:30AM-5:00 PM	8:30AM-11:30AM	8:00AM-12:00PM	9:00AM-5:00PM	8:00AM-4:30PM
Experience Works, Inc. Shirley Brown Delores Frazier	----	----	----	9:00AM-2:00PM	----
SCARNG Rick Hughes	8:30AM-5:00PM	8:30AM-5:00PM	----	8:30AM-5:00PM	----
Workforce Development Corinne Davis Nancy Pavone Tommy Gore Sylmiki (MiMi) Pat Massey Dorothy Reaves	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM
County Square One-Stop (301 University Ridge)					
Workforce Development Charlene Gilliam E'Lois Watson Tatsha Dogan	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM
McAlister Square One-Stop (225 S. Pleasantburg Drive)					
Workforce Development Anita Olden Cynthia Johnson	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM
Greenville Literacy Assoc. Lisa Hall	----	----	----	2:00-4:00 PM	----
Experience Works, Inc. Deloris Frazier	----	9:00AM-12:00PM	----	----	----
ESC Karen Sewell	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM	----
SCARNG Rick Hughes	----	----	8:30AM-5:00PM	----	8:30AM-5:00PM
Greenville Tech. College Karen Goodson	10:00AM-12:00PM	----	----	----	----

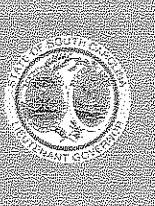

PowerPoint Presentation

The following is the most recent version of the SCJCS PowerPoint presentation.

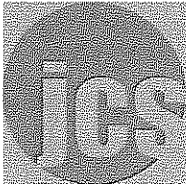
An Unfortunate Fallacy

Most people think, 'If I work hard, show up on time, and am respectful of my superiors, I will be able to keep my job, support my family, and enjoy a growing income.'






Andre' Bauer
Lieutenant Governor




South Carolina Job Connection Services



Lieutenant Governor Andre' Bauer




What is Job Connection Services?

Lieutenant Governor Bauer
 has established a statewide
 initiative creating local
 centers facilitating
 employees, local
 businesses/employers








Lieutenant Governor Andre' Bauer




What is Job Connection Services?

- Goals**
 - To *equip* South Carolina employees with the tools necessary for today's job market
 - To offer *encouragement and assistance* as they move forward in obtaining their goals
 - To serve as a *liaison* between employees and local business owners
 - To *link* qualified candidates to the employer's required specifications
 - To *forge* ongoing relationships within the business community






Lieutenant Governor Andre' Bauer




Mission & Vision of JCS

- Mission:**
 - To lower the South Carolina unemployment rate by assisting clients with employment and educational needs
- Vision:**
 - Help lessen the unemployment rate in SC
 - Assist job seekers through providing current assistance and information
 - Offer an encouraging atmosphere for clients that produces an increased self-confidence and awareness in abilities

Lieutenant Governor Andre' Bauer




Education and Economic Development


"LEARNING IS EARNING"

- Approximately 150 students drop out of H.S. each day in S.C.
- Approximately 40% of S.C. middle school students do not graduate high school

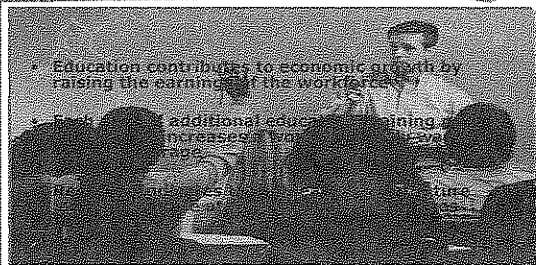
Research indicates significant linkage between primary/secondary education to economic development and growth




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Education and Economic Development



- Education contributes to economic growth by raising the earnings of the workforce
- Each year, \$100 million in additional education training increases the workforce by 100,000

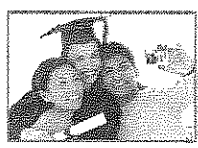



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Education: Part of the Solution

- Education not only raises individual income but also increases productivity in the workforce
- Education decreases the community's incidence of social problems (e.g., drug abuse, crime, and welfare dependency)
- Highest arrest rates in S.C. are among 17-24 year olds
- 1 in every 38 South Carolinians are in county jails, prison, or on probation.
- About 82% of incarcerated individuals are high school dropouts





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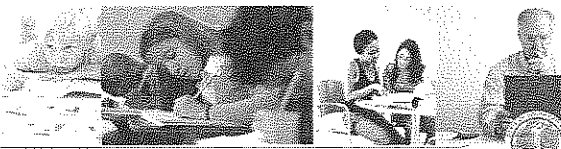


Life Long Learning


It's not just about jobs...It's also about training/education for the future job market.


Of necessity, the contemporary workforce must be in a constant state of training/retraining/cross-training in order to remain viable in a rapidly globalizing society.

In the last decade, over 114 textile mills have closed doors and statewide 100,000 manufacturing jobs have been lost.

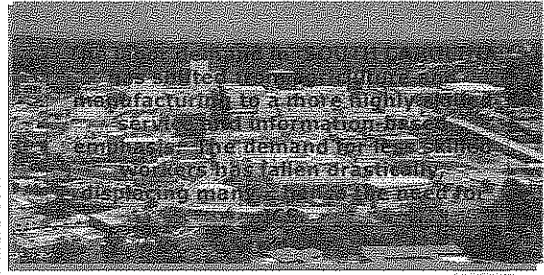


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Leading economists forecast by December of 2009 that the unemployment rate in S.C. will be approaching 20%




Lieutenant Governor Andre' Bauer







Work Force Resources




Lieutenant Governor Andre' Bauer






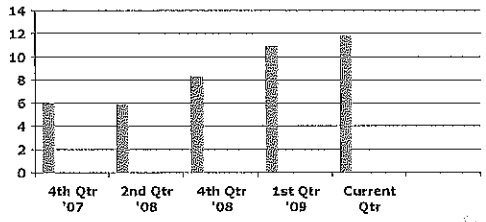
The Workforce Investment Act of 1998 (WIA) established the OneStop system for adults and dislocated workers ages 16 and older to receive core training services. Core services consist of information and resource tools available at OneStop centers to assist job seekers in achieving their employment goals.




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S.C. Unemployment Rate



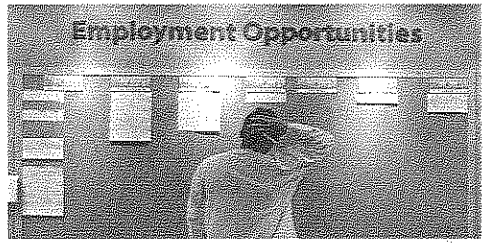
Quarter	Unemployment Rate (%)
4th Qtr '07	6.5
2nd Qtr '08	6.5
4th Qtr '08	8.5
1st Qtr '09	11.5
Current Qtr	12.5



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Job Services







Lieutenant Governor Andre' Bauer





Job Services




South Carolina's unemployment rate is 11.8 %.
However, statisticians point out that the number of individuals that no longer qualify for unemployment benefits are not reported.


These have become "marginally attached" individuals.





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Support Network





Walking people through the OneStop program can take time and clients need support during the process. Through compassionate volunteers and local partnerships, JCS creates a unique way of personally assisting job seekers.



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SC Locations



Each county has access to a local office


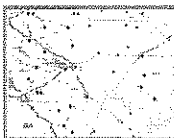
OneStop works with many non-profit organizations.

The advantage of partnering with OneStop is access to its resources. OneStop provides a wide range of services and maintains an online job bank.


In the South Carolina there are:

19 **Comprehensive** One-Stop Career Centers

41 **Affiliate** One-Stop Career Centers




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State of the State


Approximately 259,000 South Carolinians are unemployed


South Carolina Employment Security Commission issues over \$20 million in weekly unemployment checks




The only South Carolina MSA that reported any potential job growth in 2005 was the Myrtle Beach area.

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WorkKeys



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WorkKeys

WorkKeys Defined

- WorkKeys is a national system designed to improve workplace skills and to help individuals equate learning with earning. WorkKeys measures workplace skills, relates those skills to specific jobs, and helps individuals acquire the levels of skills needed for the jobs they want.

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WorkKeys

WorkKeys Advantage
Assessment test scores match individuals up with jobs, college courses, and employment readiness programs needed to acquire the job they desire. The WorkKeys system is quickly becoming the "gold standard" for employers and employees across the U.S.

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WorkKeys

WorkKeys for Employers
WorkKeys assessment scores allow employers to hire employees based on a scoring system that grades individuals on **communication**, **problem solving**, and **interpersonal skills**.

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WorkKeys

The end result for the employer is:

- Improved Employee Selection
- Reduced Turnover
- Reduced Training Cost
- Increased Productivity

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Technical Schools: A Strategic Alliance

meeting of representatives from the
 higher education system and the
 technical schools system. The common
 goal of higher education and the
 technical schools is to ensure that
 the impact that education/training has on the
 community.

The State's technical schools system has seen a 32%
 increase in enrollment with a 10.5% decrease in state funding.

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Careers with growth potential

- Healthcare
- Insurance
- Education
- Finance
- Information Technology
- Biotechnical Fields
- Renewable Energy
- Automotive
- Government


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Careers with growth potential

Many technical schools now offer training in most
 of the fields that possess potential market growth,
 including the automated manufacturing field. One
 of the newest fields promoted among technical
 colleges is Mechatronics. This field combines
 information technology, electronics,
 and mechanical skills. The potential
 job market for positions in this
 field is expected to see continual
 growth over the next 10 years.

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Point of Contact

Pastor Olin McSherry

- 864-281-1520 x 1215
- omcsherry@rwoc.org



Lieutenant Governor Andre' Bauer

Sample Forms and Letters

Sample letter for the WIB Administrator or the SC Technical College President.

September 9, 2009

Dear _____,

I am interested in speaking and meeting with a representative from your organization (or insert name here) to discuss the Job Connection Services Initiative that my church, (insert church name here), is currently organizing. The JCS ministry is being implemented in order to assist the members of the congregation and community with their educational and employment needs. This is a free service for anyone who is in need of assistance.

I am seeking to forge a strategic relationship with (name of college or organization). I am keenly aware of the correlation between higher education and job stability, earnings and opportunities for those pursuing a higher level of learning. I desire to see positive change ushered into this community and I believe that a JCS outreach is one step in creating lasting change.

The JCS ministry will provide workshops, skill training, job search assistance and educational counseling along with other services. The opportunity exists for (insert college or organization name) to gain exposure among a large group of potential students through your partnership with (church name)'s JCS program.

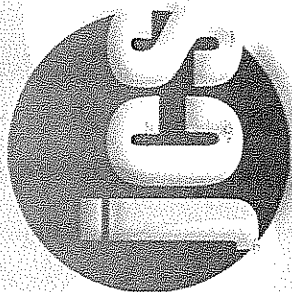
I anticipate tangible results to be produced from this new and exciting job program. Please consider joining with me as we, together, make a difference in the lives of the people of our community.

Sincerely,

Pastor (_____)
Contact Information

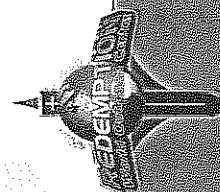
Employee Information

Name: _____
Address: _____
City/State/Zip: _____
Ph: _____
Email: _____
Comments: _____



Job Connection Services
Helping the Upstate By Helping You.

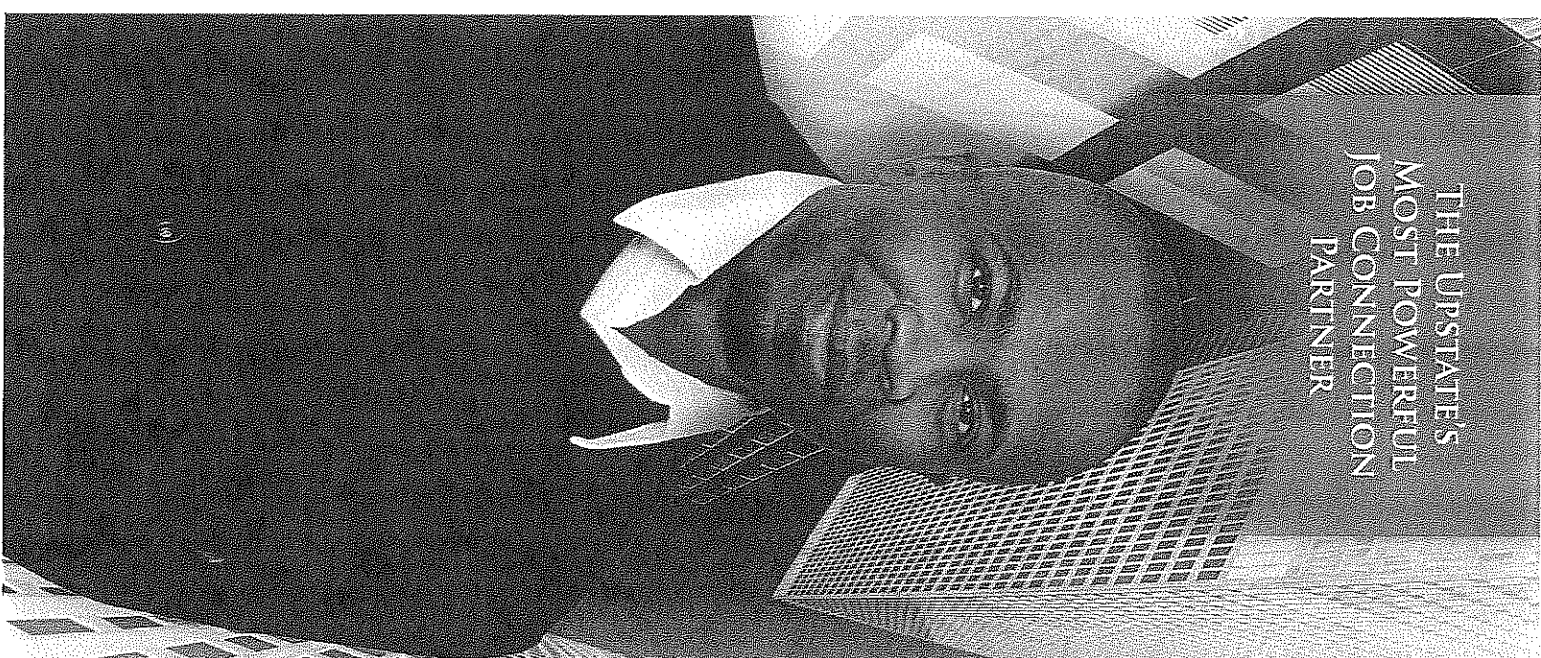
Job Connection Services
Redemption World Outreach Center
635 Haywood Road
Greenville, SC 29607



Job Connection Services
Redemption World Outreach Center
635 Haywood Road
Greenville, SC 29607
www.rwojcs.org
864.281.1520 Ext. 1259

Place
Stamp
Here

THE UPSTATE'S MOST POWERFUL JOB CONNECTION PARTNER



Redemption World Outreach Center

- Upstate's largest metro church
- Over 14,000 members over 150 outreach ministries
- Improving the quality of life in the Upstate

Job Connection Services at RWOC

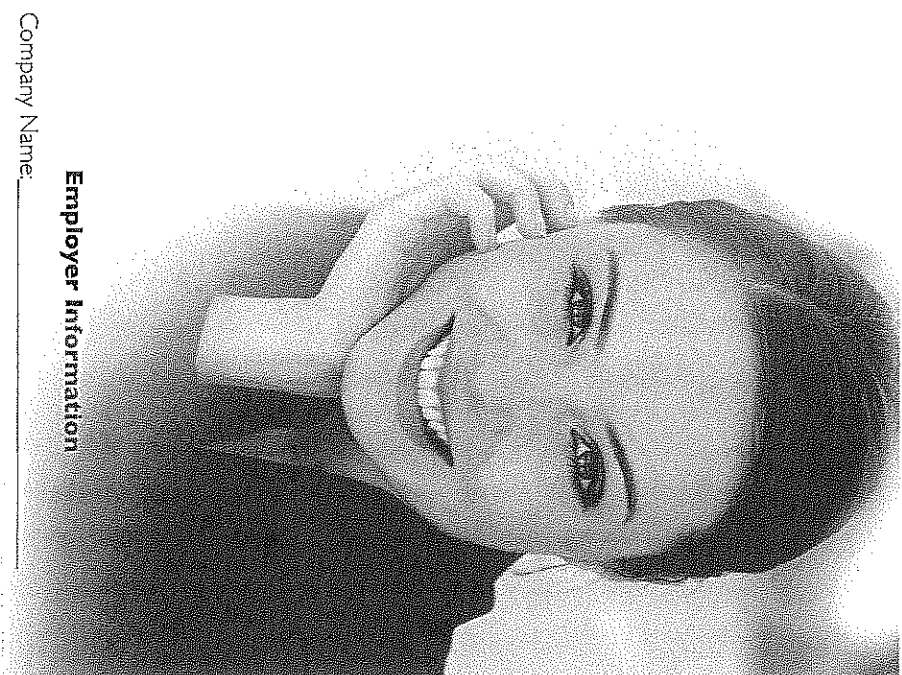
- Maintaining a large database of prospective employees
- Co-oping with Greenville Tech/Quick Jobs, OneStop, etc...
- Linking prospective employees with employers

Job Connection Services has qualified people seeking employment in the following areas:

- Office/Retail
- Healthcare
- Professional
- Light Industrial/CDL
- Skilled Trades
- Computers

There is no charge for our services. Call Job Connection Services today at 864.281.1520 Ext. 12591

Please complete and mail the attached form for more information, or visit our JCS Information Center in the South Entrance at Redemption World Outreach Center after every service. The JCS center is located at 80 Byrdland Drive.



Employer Information

Company Name: _____

Address: _____

City/State/Zip: _____

Contact: _____ Ph: _____

Email: _____

Job Locations: _____

Comments: _____

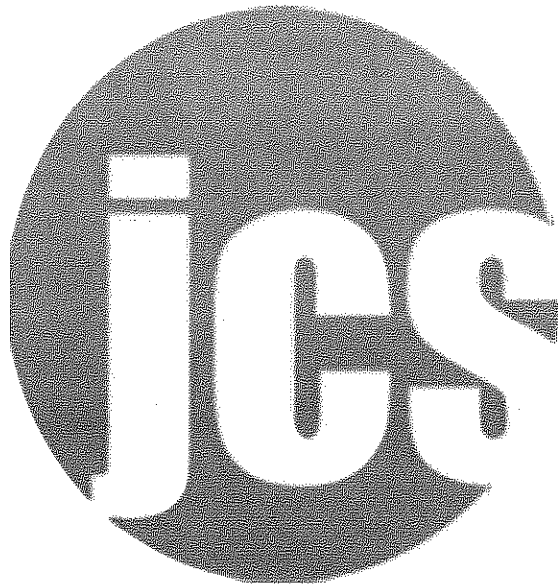
Please contact me for:

☐ Potential needs ☐ Temporary employees

☐ Part-time employees ☐ More information

☐ Full-time employees

BREAKTHROUGH

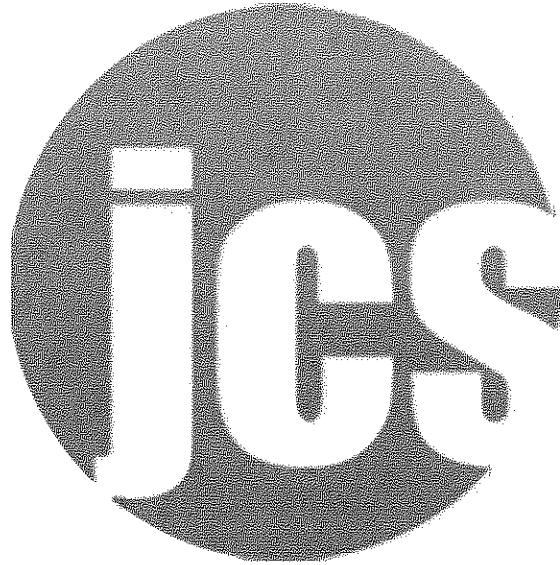


JOB CONNECTION SERVICES is here to help you through this economic downturn. A dedicated JCS Team is available to provide assistance to job seekers in search of specific employment information, or those who are currently seeking to revisit their educational objectives and/or career paths.

JCS is located in the City Transformation Center at 80 Byrdland Drive. Hours of operation are Mondays and Wednesdays from 10:00am until 2:00pm. JCS also offers Breakthrough sessions, on Wednesday evenings from 6:00pm to 6:45pm, which showcase a wide range of topics, varying from resume writing to interview preparations, while providing one on one assistance to attendees. To contact JCS, or for more information, please call (864) 281-1520 ext. 1259 or visit www.rwocjcs.org. Please feel free to stop by the JCS booth, in the South corridor, to speak with a JCS representative.

[illegible]

BREAKTHROUGH



JOB CONNECTION SERVICES is here to help you through this economic downturn. We assist job seekers that need more job information, to revisit their educational objectives and or career paths.

JCS is located in the City Transformation Center at 80 Byrdland Drive. Our hours of operation are Monday and Wednesday from 10:00am until 2:00pm. On Wednesday evenings from 6:00 to 6:45, our Breakthrough sessions offer a variety of one on one assistance covering a range of topics from resume writing to interview preparation. Our contact information is (864) 281-1520 ext. 1259 or check us out on the web at www.rwocjcs.org. Please feel free to stop by the JCS booth in the South corridor.

SEPTEMBER

9-16-09	Pastor Olin McSherry	Interviewing Skills
9-23-09	Barry Middleton	Information Technologies
9-30-09	United Ministries	

OCTOBER

10-7-09	Community Colleges	
10-14-09	Boys Home of the South	
10-21-09	Quick Jobs & Spbg Tech	
10-28-09	Onestop and GEAR prgm	

	Name	Phone #	Alternate #	Email address	
1					
2					
3					
4					
5					
6					
7					
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9					
10					
11					
12					
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16					
17					
18					
19					
20					

Breakthrough Follow-Up:

- Enter all Breakthrough attendees into central database
- Use database email entries to send correspondence concerning current job listings and other pertinent information
- Contact attendees that request one-on-one assistance with job searches
- Maintain database, website and weekly job updates

Job Connection Services Information Sheet

1. Job Connection Services of Redemption World Outreach Center
 - a. Pastor Olin McSherry – 864-281-1520 x 1215 email: omcsherry@rwoc.org
Director of Development
 - b. Ms. Carole Wells – 864-281-1520 x 1259 email: cwells@rwoc.org
Director of Job Connection Services
 - c. RWOC Websites
 - a. www.rwoc.org
 - b. www.rwocjcs.org
2. JCS – CTC, 80 Byrdland Drive, Greenville SC 29607 – phone 864-281-1520 x 1259
 - a. Hours of Operation
 1. Monday 10:00am until 2:00pm
 2. Wednesday 10:00am until 2:00pm
Breakthrough 6:00pm until 6:45pm
 - b. Individualized Appointments – call the office at 864-281-1520 x 1259
3. Greenville Technical College – www.gvltec.edu
 - a. Financial Aid – 864-250-8128
 - b. Quick Jobs – Steve Hand -864-250-8249
4. GED Information
 - a. Life Long Learning – 864-355-6088
 - b. United Ministries – 864-242-0917
 - c. Greenville Literacy – 864-467-3558
5. OneStop – www.scjoblink.org
 - a. McAlister Square location – 864-467-8080
 - b. Directions to McAlister Square OneStop from JCS
 1. Take a left out of the CTC parking lot onto Byrdland Drive toward Woods Lake Road (0.3 miles)
 2. Turn left on Woods Lake Road (0.8 miles)
 3. Turn left on Lowndes Hill Road (0.1 mile)
 4. Turn right to stay on Lowndes Hill Road (0.1mile)
 5. Turn left onto N. Pleasantburg Drive/SC-291 (1.2 miles)
 6. End at 225 S. Pleasantburg Drive at McAlister Square
***OneStop is located straight back from the Main Entrance
6. Applying for free email account: (Must be done before you register with SCjoblink.org)
 - Step 1. Go to Yahoo.com
 - Step 2. Go to “sign up” on right side and click
 - Step 3. Fill in information about yourself
 - Step 4. Select ID & password
 - Step 5. Fill in alternate email – security questions
 - Step 6. Type in security code as seen on the webpage
 - Step 7. Select “Create Account” icon
 - Step 8. Proceed to your new email account
7. Registering with SCjoblink.org
 - Step 1. Click on “Create a jobseeker account”
 - Step 2. Fill in all required information
 - Step 3. Determine user name and password and confirm
 - Step 4. Agreement page with accept button –if you agree, please accept
 - Step 5. Opens into your personal home page, on the right hand side, choose “Register with Job Services” for staff assisted services, such as unemployment insurance, etc.
 - Step 6. Continue exploring the opportunities this website has to offer

Greenville One-Stop Job Search Resources

Greenville County One-Stop System www.greenvillecountyonestop.org
SC Employment Security Commission www.sces.org
Greenville Technical College www.greenvilletech.com

Employment Related Web Sites:

America's Job Bank www.ajb.org
Best Jobs in USA www.bestjobsusa.com
Career Builder www.careerbuilder.com
Career Magazine www.careermag.com
Carolina's Career Web www.caolinascareerweb.com
Cool Jobs www.cooljobs.com
Disabled Persons www.disabledperson.com
E-Span www.espan.com
Employment Guide www.employmentguide.com
Flip Dog www.flipdog.com
Get A Job www.getajob.com
Greenville Hospital System www.ghs.org
Greenville Online.com www.scjobs.com
H.E.A.R.T. www.career.com
Head Hunters www.headhunters.com
Help Wanted www.helpwanted.com
Job Resources on the Internet www.jobtrak.com
Job Web www.jobweb.org
Job Bank USA www.jobbankusa.com
Monster Board www.monster.com
Nation Job Greater Greenville www.nationjob.com/greenville/
Office of Personnel Management-Federal www.usajobs.opm.gov
Sawyer Systems (Computer Jobs) www.sawyersystems.com
Job Trak (for recent College Grads) www.jobtrak.com
Greenville Chambers Jobs www.greenvillechamber.org
South Carolina Websites www.sciway.net

Health Care Employment Web Sites

Greenville Hospital System www.ghs.org/joblisting.asp
St. Francis www.stfrancishealth.org/default.asp?link=employment_openings

Notes Section

Cue

Notes

Summary

Cue

Notes

Summary